

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
State Formula Grant Application  
PY 2009

Table of Contents

---

**Grant Application - SF 424**

**Budget**

DOE Form 4600.4  
Budget Justification - Budget Explanation GO-PF20a

**Annual File Worksheet**

Subgrantee Allocations  
WAP Production Schedule  
Energy Savings  
Monitoring Activities  
Training, Technical Assistance and Monitoring Activities  
DOE-Funded Leveraging Activities  
Policy Advisory Council  
State Plan Hearings  
Adjustments to On-File Information  
Miscellaneous

**Subgrantee Report (details)**

**Assurances and Certifications**

FA-Certs - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters;  
and Drug-Free Workplace Requirements  
DOE F 1600.5 - Assurance of Compliance Nondiscrimination in Federally Assisted Programs  
Standard Form LLL - Disclosure of Lobbying Activities

Application for Federal Assistance SF-424

Version 02

\*1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\*2. Type of Application

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

T012552

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

\*a. Legal Name: State of Michigan

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
386000134

\*c. Organizational DUNS:  
805340163

d. Address:

\*Street 1: P O Box 30037

Street 2: 235 S. Grand Ave.

\*City: Lansing

County: Ingham

\*State: MI

Province:

\*Country: Ingham

\*Zip / Postal Code 48909

e. Organizational Unit:

Department Name:  
Department of Human Services

Division Name:  
Bureau of Community Action & Economic Opportunity

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \*First Name: Diane

Middle Name:

\*Last Name: Holley

Suffix:

Title: Weatherization Program Specialist

Organizational Affiliation:  
DHS BCAEO

\*Telephone Number: 517-335-6070

Fax Number: 517-335-5042

\*Email: holleyd@michigan.gov

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

**\*12 Funding Opportunity Number:**

DE-FOA-0000051

\*Title:

Weatherization Formula Grants American Recovery and Reinvestment Act (ARRA) Funding

**13. Competition Identification Number:**


Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**\*15. Descriptive Title of Applicant's Project:**

Weatherization Assistance Program for low-income persons

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 08	*b. Program/Project: Statewide	
<b>17. Proposed Project:</b>		
*a. Start Date: 4/1/09	*b. End Date: 3/31/12	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	\$243,398,975	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	\$243,398,975	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <u>2/2/09</u>		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: Mr.	*First Name: Ismael	
Middle Name: _____		
*Last Name: Ahmed		
Suffix: _____		
*Title: Director		
*Telephone Number: 517-335-6070	Fax Number: _____	
* Email: ahmedi@michigan.gov		
*Signature of Authorized Representative: 		*Date Signed: 3/17/09

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

# INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0548-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application - If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New - An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. (If a revision, enter the appropriate extent). More than one may be selected. If "Other" is selected, please specify in text box provided.  A. Increase Award    B. Decrease Award  C. Increase Duration    D. Decrease Duration  E. Other (specify):</li> </ul>	11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District and 16b. Enter all Districts affected by the program or project. Enter in the format: 2 characters State Abbreviation - 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-102 for North Carolina's 103rd district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number (e.g., MD-all for all congressional districts in Maryland).</li> <li>• If nationwide, i.e., all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions: a. Legal Name (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the Employer or Taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (line 1 required); City (Required); County; State (Required, if country is US); Province/Country (Required); Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Values of in-kind contributions should be included on appropriate lines, as applicable. If the sector will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable. <b>f. Name and contact information of person to be contacted on matters involving this application.</b> Enter the name (First and last name required); organization's affiliation (if affiliated with an organization other than the applicant organization); telephone number (Required); fax number; and email address (Required) of the person to contact on matters related to this application.	State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.		
20.		<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.		
21.	<b>2. Type of Applicant (Required)</b> Select up to three applicant type(s) in accordance with agency regulations. <table border="1" data-bbox="219 619 812 903"> <tr> <td data-bbox="219 619 511 903">           A. State Government            B. County Government            C. City or Township Government            D. Special District Government            E. Regional Organization            F. U.S. Territory or Possession            G. Independent School District            H. Public State Controlled Institution of Higher Education            I. Indian/Native American Tribal Government (Federally Recognized)            J. Indian/Native American Tribal Government (Other than Federally Recognized)            K. Indian/Native American Tribally Designated Organization            L. Public Indian Housing Authority         </td> <td data-bbox="511 619 812 903">           M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)            N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education)            O. Private Institution of Higher Education            P. Individual            Q. For-Profit Organization (Other than Small Business)            R. Small Business            S. Hispanic-serving Institution            T. Historically Black Colleges and Universities (HBCUs)            U. Tribally Controlled Colleges and Universities (TCCUs)            V. Alaska Native and Native Hawaiian Serving Institutions            W. Non-domestic (non-US) Entity            X. Other (specify)         </td> </tr> </table>	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public Indian Housing Authority	M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	<b>Authorized Representative (Required)</b> To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required); telephone number (Required); fax number and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public Indian Housing Authority	M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)			

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Fed Entity Identifier:

5b. Federal Award Identifier:

EE00098

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

a. Legal Name: STATE OF MICHIGAN

b. Employer/Taxpayer Identification Number (EIN/TIN):

386000134

c. Organizational DUNS:

805340163

**d. Address:**

Street 1: P.O. Box 30037  
Street 2: 235 South Grand Avenue  
City: Lansing  
County: Ingham  
State: MI  
Province:  
Country: U.S.A.  
Zip / Postal Code: 48909-

**e. Organizational Unit:**

Department Name:

Department of Human Services

Division Name:

Bureau of Community Action &EO

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: First Name: Diane

Middle Name:

Last Name: Holley

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Fax Number: ( ) -

Email: holleyd@michigan.gov



**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**9. Type of Applicant:**

A State Government (State)

**10. Name of Federal Agency:**

U. S. Department of Energy

**11. Catalog of Federal Domestic Assistance Number:**

81.042

CFDA Title:

Weatherization Assistance For Low Income Persons

**12. Funding Opportunity Number:**

Title:

DE-FOA-0000051 Weatherization Formula Grants - American Recovery and Reinvestment Act (ARRA)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Statewide

**15. Descriptive Title of Applicant's Project:**

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**16. Congressional District Of:**

a. Applicant: 08

b. Program/Project: Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

**17. Proposed Project:**

a. Start Date: 04/01/2009

b. End Date: 03/31/2012

**18. Estimated Funding (\$):**

a. Federal	243,398,975.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	243,398,975.00

**19. Is Application subject to Review By State Under Executive Order 12372 Process?:**

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on: 02/04/2008
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372

**20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)**

No

**21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)**

☐ I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:

Fax Number:

Email:

Signature of Authorized Representative:

Date Signed:

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Version 02

**Applicant Federal Debt Delinquency Explanation:**

The following field should contain an explanation if the Applicant is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

## U.S. Department of Energy

## Federal Assistance Budget Information

OMB Control No.

1910-0400

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-	4. Program/Project Start Date 04/01/2009	5. Completion Date 03/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 243,398,975.00		\$ 243,398,975.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
A. PERSONNEL	\$ 2,102,092.00	\$ 0.00	\$ 2,629,509.00	\$ 0.00	\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 1,241,312.00	\$ 0.00	\$ 1,342,398.00	\$ 0.00	\$ 2,583,710.00
C. TRAVEL	\$ 103,375.00	\$ 0.00	\$ 427,570.00	\$ 0.00	\$ 530,945.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 30,000.00	\$ 0.00	\$ 30,000.00
E. SUPPLIES	\$ 40,000.00	\$ 0.00	\$ 138,000.00	\$ 0.00	\$ 178,000.00
F. CONTRACTUAL	\$ 3,265,000.00	\$ 9,935,959.00	\$ 100,000.00	\$ 4,000,000.00	\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 85,577.00	\$ 0.00	\$ 1,759,443.00	\$ 0.00	\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 6,837,356.00	\$ 9,935,959.00	\$ 6,426,920.00	\$ 4,000,000.00	\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 531,938.00	\$ 0.00	\$ 702,355.00	\$ 0.00	\$ 1,234,293.00
K. TOTALS	\$ 7,369,294.00	\$ 9,935,959.00	\$ 7,129,275.00	\$ 4,000,000.00	\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## U.S. Department of Energy

## Federal Assistance Budget Information

OMB Control No.

1910-0400

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-	4. Program/Project Start Date 04/01/2009	5. Completion Date 03/31/2012

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) VEHICLES AND EQUIPMENT	(4) LIABILITY INSURANCE	
A. PERSONNEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,583,710.00
C. TRAVEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 530,945.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00
E. SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178,000.00
F. CONTRACTUAL	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,234,293.00
K. TOTALS	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

## U.S. Department of Energy

## Federal Assistance Budget Information

OMB Control No.

1910-0400

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. Amendment number:	EE00098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-	4. Program/Project Start Date 04/01/2009	5. Completion Date 03/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
A. PERSONNEL	\$ 0.00				\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 0.00				\$ 2,583,710.00
C. TRAVEL	\$ 0.00				\$ 530,945.00
D. EQUIPMENT	\$ 0.00				\$ 30,000.00
E. SUPPLIES	\$ 0.00				\$ 178,000.00
F. CONTRACTUAL	\$ 96,000.00				\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00				\$ 0.00
H. OTHER	\$ 0.00				\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 96,000.00				\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 0.00				\$ 1,234,293.00
K. TOTALS	\$ 96,000.00				\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00				\$ 0.00

U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: STATE OF MICHIGAN

Budget period: 04/01/2009 - 03/31/2012

Award number: EE00098

Amendment number: A000

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, Section

B.

Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
Bureau Executive Director SAM 17 (1)	As required under Public Act 123, the executive director supervises and coordinates: state activities to reduce poverty, implement community social and economic programs, designate community action agencies pursuant to Section 8 of the Act, provide assistance to units of local governments, contract (with public and private non-profit agencies as well as non-profit organizations) for demonstration programs and other services to necessary to implement the Act, to serve as an advocate within the executive branch to remove administrative barriers to self-sufficiency services and to seek additional resources for anti-poverty strategies.
State Administrative Manager SAM 15 (1)	Provides support to the Community Services Bureau Executive Director. Provides executive direction for and oversees activities of Technical Monitoring Division and Grants Division.
Departmental Manager 14	State WAP program manager will oversee all activities of the WAP program including supervision of Technical and Program staff.
Secretary A	Provides support to the Bureau director and Administrative Manager. Performs secretarial duties. Provides clerical support to bureau staff and commission members.
Secretary B	Provides support to the Bureau staff & Administrative Manager. Performs secretarial duties and tracks and routes all contracts. Provides clerical support to bureau staff.
Secretary C	Provides support to the Departmental Manager and all WAP staff
Weatherization Program Specialist 13 (1)	Works with the Policy Advisory Council in recommending policy to the DHS with respect to the development and implementation of our weatherization program. Functions as the liaison to the Weatherization Training Advisory Council (WXTRAC). Develops and prepares the state plan and all subsequent amendments; responsible for federal reporting, policy clarification, and general oversight of the program; oversees the activities of the programmatic compliance; evaluates statutes, program needs, problems and opportunities that would provide a more comprehensive view of the program.
Department Analyst (2) Grant monitor	Conducts comprehensive and annual monitoring on-site visits to each LWO each program year. Provides onsite training and/or recommendations related to monitor visit observations and/or findings. Provides written monitor report for each LWO. Makes recommendations on policy clarifications and trainings that would serve best to address shortfalls observed during monitoring process.

05/12/2009

Department Analyst (4) Grant manager	Reviews all budgets/plans for compliance with DOE regs, and DHS policy and procedure for all assigned local weatherization operators. Reviews all billings, plan change requests, and production throughout program year. Provides training related to file maintenance, income eligibility, DHS Community Service Policy Manual upon request and/or upon results of annual monitor report.
CSBG Program Specialist 13 (1)	Develops all CSBG related policies and is responsible for state plan. Is responsible for all NASCSP reporting including the IS survey that collects information about CAA WAPs.
Financial Analyst 12 (1)	Assists with fiscal aspects of monitoring associated with the CSBG statute section 678B(a). Provide support and technical assistance to agencies experiencing financial crisis and/or agencies that have new fiscal staff at the local level. Assists with the review and comment on audit resolutions, and review the Form 990s submitted by the CAAs. Participates in a full on-site review/assessment of CAAs every two years.
Weatherization Building Code Supervisor (2)	Supervises field activities of the three permanent weatherization building code inspectors and the additional 11 limited term BCI staff being hired for ARRA. 0
Weatherization Building Code Inspectors (14) (Technical Specialists)	Review program compliance, on-site, among assigned local weatherization operators. Provide training and technical assistance in the sphere of weatherization to ensure the maintenance of standards and workmanship.
Departmental Analyst 9/10/11	Responsible for all programmatic report compilation; technical training calendar maintenance and notices; coordination of all training events for the WAP program
Department Analyst 12 (4)	Added for ARRA increased monitoring- 2 fiscal and 2 program monitors
Rounding Error Adjustment (0)	So totals will match the amount budgeted in the SF-424A Budget

## Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Bureau Executive Director SAM 17 (1)	\$254,039.00	30 % FT	\$76,211.70
State Administrative Manager SAM 15 (1)	\$246,333.00	30 % FT	\$73,899.90
Departmental Manager 14	\$226,068.00	100 % FT	\$226,068.00
Secretary A	\$145,274.00	30 % FT	\$43,582.20
Secretary B	\$139,905.00	30 % FT	\$41,971.50
Secretary C	\$139,905.00	100 % FT	\$139,905.00
Weatherization Program Specialist 13 (1)	\$207,299.00	100 % FT	\$207,299.00
Department Analyst (2) Grant monitor	\$380,112.00	30 % FT	\$114,033.60
Department Analyst (4) Grant manager	\$760,224.00	30 % FT	\$228,067.20
CSBG Program Specialist 13 (1)	\$207,299.00	1 % FT	\$2,072.99
Financial Analyst 12 (1)	\$189,430.00	30 % FT	\$56,829.00
Weatherization Building Code Supervisor (2)	\$345,237.00	100 % FT	\$345,237.00
Weatherization Building Code Inspectors (14) (Technical Specialists)	\$2,284,276.00	100 % FT	\$2,284,276.00
Departmental Analyst 9/10/11	\$175,907.00	75 % FT	\$131,930.25
Department Analyst 12 (4)	\$760,224.00	100 % FT	\$760,224.00
Rounding Error Adjustment (0)	\$-6.34	100 % FT	\$-6.34
Direct Pay Total			\$4,731,601.00

05/12/2009



**2. FRINGE BENEFITS**

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.

Fringe cost rates vary by employee. Actual fringe costs are reflected in this budget.

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

Group health insurance  
Dental Insurance  
Vision Care  
Longevity Pay  
Long-term disability  
Group Life Insurance  
Retirement  
FICA

**Fringe Benefits Calculations**

<b>Position</b>	<b>Direct Pay</b>	<b>Rate</b>	<b>Benefits</b>
Bureau Executive Director SAM 17 (1)	\$76,211.70	54.05 %	\$41,192.42
State Administrative Manager SAM 15 (1)	\$73,899.90	53.92 %	\$39,846.83
Departmental Manager 14	\$226,068.00	55.83 %	\$126,213.76
Secretary A	\$43,582.20	67.83 %	\$29,561.81
Secretary B	\$41,971.50	79.54 %	\$33,384.13
Secretary C	\$139,905.00	79.54 %	\$111,280.44
Weatherization Program Specialist 13 (1)	\$207,299.00	57.98 %	\$120,191.96
Department Analyst (2) Grant monitor	\$114,033.60	60.07 %	\$68,499.98
Department Analyst (4) Grant manager	\$228,067.20	56.69 %	\$129,291.30
CSBG Program Specialist 13 (1)	\$2,072.99	60.09 %	\$1,245.66
Financial Analyst 12 (1)	\$56,829.00	51.81 %	\$29,443.10
Weatherization Building Code Supervisor (2)	\$345,237.00	53.86 %	\$185,944.65
Weatherization Building Code Inspectors (14) (Technical Specialists)	\$2,284,276.00	50.63 %	\$1,156,528.94
Departmental Analyst 9/10/11	\$131,930.25	59.04 %	\$77,891.62
Department Analyst 12 (4)	\$760,224.00	57.00 %	\$433,327.68
Rounding Error Adjustment (0)	\$-6.34	2,117.00 %	\$-134.22
Fringe Benefits Total			\$2,583,710.06

**3. TRAVEL** - Identify total foreign and domestic travel as separate items.

- a. Proposed travel:

<b>Purpose of Trip</b>	<b>Number of Trips</b>	<b>Cost Per Trip</b>	<b>Total</b>
Comprehensive programmatic monitoring visits will be conducted in 15 CAA agencies in each program year. These figures represent the 30% funded by DOE.	45	\$303.84	\$13,672.80
51 annual monitoring visits- programmatic reviews, will be conducted at the remaining agencies. These figures represent the 30% funded by DOE.	51	\$112.47	\$5,735.97
Technical monitoring portion of the 15 comprehensive agency visits each yr	45	\$506.38	\$22,787.10
Technical monitoring portion of the 17 other annual agency visits (51 for 3)	51	\$302.08	\$15,406.08

05/12/2009

DHS will send 6 technical staff to conferences at an average cost of \$2332 per person per conference. Conferences that staff may attend are Affordable Comfort, WAP National Conference, Regional WAP Conference and additional conferences that deal with weatherization. All 6 technical staff will attend the annual Affordable Comfort conference to ensure the ability to accrue credits toward maintaining BPI certification.	45	\$2,332.08	\$104,943.60
DHS will send 1-6 program staff to conferences at an average cost of \$2,111 per person per conference	20	\$2,110.70	\$42,214.00
Up to four two-day T/TA visits will be conducted per agency throughout the program year to provide the agency-targeted T/TA as determined by monitor visit reports. Visits will also include training related to updated audit tool usage, DOE guidance updates and any other program training necessary.	384	\$311.96	\$119,792.64
4 LSW Regional training up to 3 times per year	36	\$505.94	\$18,213.84
Director/Chief Dept. Director Agency Visits	36	\$493.94	\$17,781.84
ARRA monitor visits	384	\$301.94	\$115,944.96
ARRA program & fiscal monitor visits	192	\$124.84	\$23,969.28
Inspector Certification House Site Test	24	\$769.79	\$18,474.96
In house training events at each of the three non-Lansing training houses	18	\$667.17	\$12,009.06
		Travel Total	\$530,946.13

b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):

The grant provides travel funds for activities associated with the weatherization program. Travel is charged to the grant on a trip basis as identified on the monthly Travel Expense Voucher. All travel costs are consistent with the State of Michigan Standard Travel Regulations. These regulations are available upon request.

4. **EQUIPMENT** - As defined in 10 CFR 660.202. Definitions are at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10c](http://www.access.gpo.gov/nara/cfr/waisidx_00/10c)

a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):

Basis for cost estimates is prior purchase of similar items.

Funds are budgeted for combustion appliance testing equipment for all LWOs and appropriate state staff, and to upgrade computer equipment for WinSAGA and other applications. These funds are also budgeted for infra red cameras and to assist agencies in purchasing equipment needed for ramp-up. This may include digital blower doors, fyrites and hepa vacs.

(The State may purchase some equipment with T&TA funds, although intended to be purchased out of administrative contractual funds. Local agencies may not use T&TA funds for equipment purchases. See program guidance.)

b. Equipment to be purchased and justification of need:

05/12/2009

Equipment	Unit Cost	Number	Total Cost	Justification of Need
DHS Advanced Diagnostic equipment (such as Infra-red cameras w/ software.)	\$5,000.00	6		For state staff and inspector candidates to use to conduct IR camera use during inspection certification testing at the two houses for this purpose.

**5. MATERIALS AND SUPPLIES** - As defined in 10 CFR 660.202.

- a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):  
historical costs, prior purchase

b. Supplies to be purchased and justification of need:

General Category	Cost	Justification of Need
office supplies, training supplies, maintenance		day-to-day operations, ordinary cost of program operations
combustion appliance testing and diagnostic equipment, ladders, tools, 5 blower doors, etc.		training, evaluation and materials necessary for weatherization.
Weatherization Calendars/Client Education; Wx brochure		enhanced client education effort
Lap-top computers with docking stations, monitors, Windows XP, DVD & CD-RW		Upgrades and updates for training center including NEAT, MHEA, WinSAGA, Grants.gov and other applications
Telecommunications; cell phones & service		Office phones. Costs to supply the two weatherization testing houses used for inspector certification testing.
Subtotal	\$178,000.00	
Materials and Supplies Total	\$178,000.00	

**6. CONTRACTS AND SUBGRANTS** - All other participant costs including subcontractor sub-grants, and consultants

For ongoing subcontractors and sub recipients described elsewhere in the application, document and item number is listed.

Name of Proposed Sub	Total Cost	Basis of Cost*
LWO Wx Program Funds	\$195,814,247.00	State allocation formula to provide weatherization services by county taking into account census information. Please refer to section II.3 of the annual file for individual agency DOE funding amounts.
LWO Administrative Funds	\$9,935,959.00	Capped based on program rules and amount of program funds per LWO
LWO Training & Technical Assistance	\$4,000,000.00	Per state plan allocation methodology (\$4000 x 33 agencies)
Liability Insurance	\$576,000.00	Traditional coverage historically provided
LWO Health & Safety	\$18,478,200.00	To cover energy-related health and safety expenses
Financial Audits	\$96,000.00	Single Audit Act requirement for grantee and subgrantees
Temporary Staff	\$15,000.00	Assist with training event development, coordination, scheduling and compiling evaluation reports.
Michigan will solicit bids for a statewide weatherization program evaluation	\$250,000.00	Based on feedback from NASCSP and other states.
Trainer Contracts for technical training throughout the program year	\$50,000.00	Technical related training to be conducted for LWOs at annual Michigan Wx conference and regionally as needed.

Training for the LWO network on new priorities in DOE approved homes/manufactured homes priorities	\$35,000.00	Will contract with national trainers to come to Michigan and provide this training to all LWOs including inspectors and contractors.
RFP for state wide web based WAP reporting system	\$3,000,000.00	Contract for development of a state wide reporting system.
BPI certification costs for technical staff	\$15,000.00	Costs to contract for training and evaluation for technical staff certification
Contracts and Subgrants Total	\$232,265,406.00	

\*For example, Competitive, Historical, Quote, Catalog

7. **OTHER DIRECT COSTS** - All direct costs not included in above categories

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

b. Other direct costs and justification of need:

General Description	Cost	Justification of Need
WxTraining Center Rent	\$263,000.00	Rent and facility costs for West Saginaw office & training center
Wx Training Center Costs	\$70,752.00	Utilities of \$22,184 and security of \$1,400 per year.
Wx Testing House expenses	\$86,400.00	Rent @ 200 per month; utilities at 400 per month for 4 houses.
Manual Printing & website design	\$15,000.00	Based on feedback from the 06 Needs Assessment, Michigan is redesigning the wx program technical manuals. DHS BCAEO has just recently finished initial design of webpage space for Bureau/program information. We will be expanding this technology in this program year. All policy updates will now be posted to the website to eliminate the related copying/postage expenses.
Dues/Subscriptions	\$10,577.00	NASCSP state dues- Wx portion and subscription to various Wx-related publications.
State car fleet usage	\$94,291.00	8 fleet vehicles at approximately 327.40 per month
Program Promotional	\$30,000.00	Tied to Wx Day & Public Information Campaign activities
WAP training center in Detroit	\$1,245,000.00	Development of a comprehensive training center in Detroit including stick built house & manufactured home; furnace & computer labs; etc.
Bureau Commission Costs	\$30,000.00	Legislatively appointed commission to the Bureau; covers WAP costs over 3 years.
Other Direct Costs Total	\$1,845,020.00	

8. **INDIRECT COSTS**

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The DOE weatherization grant, through the cost allocation process, is billed for a share of DHS's administrative costs. The costs cover such things as: accounting, personnel, rent, data processing, and other central office administrative support services. The following three steps are taken to develop an estimate:

Step One. The non-specific DHS administrative costs which were billed to the DOE weatherization grant for the State fiscal year prior to the applicable DOE weatherization program year are summed (e.g. State fiscal year 2005 costs were used for DOE program year 2006).

Step Two. The value from Step One is divided by the central office FTEs assigned to the program.

Step Three. The value from Step Two is adjusted for inflation to arrive at the indirect cost rate.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Linda Johnroe

Phone Number: (517)241-4013

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Admin: Based on \$5664/FTE for the last 4 quarters	\$6,837,356.00	7.78 %	\$531,946.30
T&TA: Based on \$5664/FTE for the last 4 quarters	\$6,426,920.00	10.93 %	\$702,462.36
		Indirect Costs Total	\$1,234,408.66

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. Amendment number:		EE00098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons	
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-			4. Program/Project Start Date 04/01/2009	
			5. Completion Date 03/31/2012	

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. DOE	81.042	\$ 0.00		\$ 243,398,975.00		\$ 243,398,975.00
2. STATE			\$ 0.00		\$ 0.00	\$ 0.00
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
A. PERSONNEL	\$ 2,102,092.00	\$ 0.00	\$ 2,629,509.00	\$ 0.00	\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 1,241,312.00	\$ 0.00	\$ 1,342,398.00	\$ 0.00	\$ 2,583,710.00
C. TRAVEL	\$ 103,375.00	\$ 0.00	\$ 427,570.00	\$ 0.00	\$ 530,945.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 30,000.00	\$ 0.00	\$ 30,000.00
E. SUPPLIES	\$ 40,000.00	\$ 0.00	\$ 138,000.00	\$ 0.00	\$ 178,000.00
F. CONTRACTUAL	\$ 3,265,000.00	\$ 9,935,959.00	\$ 100,000.00	\$ 4,000,000.00	\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 85,577.00	\$ 0.00	\$ 1,759,443.00	\$ 0.00	\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 6,837,356.00	\$ 9,935,959.00	\$ 6,426,920.00	\$ 4,000,000.00	\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 531,938.00	\$ 0.00	\$ 702,355.00	\$ 0.00	\$ 1,234,293.00
K. TOTALS	\$ 7,369,294.00	\$ 9,935,959.00	\$ 7,129,275.00	\$ 4,000,000.00	\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. Amendment number:		EE000098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons	
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-			4. Program/Project Start Date 04/01/2009	
			5. Completion Date 03/31/2012	

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) VEHICLES AND EQUIPMENT	(4) LIABILITY INSURANCE	
A. PERSONNEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,583,710.00
C. TRAVEL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 530,945.00
D. EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00
E. SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178,000.00
F. CONTRACTUAL	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
H. OTHER	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,234,293.00
K. TOTALS	\$ 195,159,247.00	\$ 18,478,200.00	\$ 655,000.00	\$ 576,000.00	\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. Amendment number:	EE00098 A000	2. Program/Project Title Weatherization Assistance For Low Income Persons
3. Name and Address STATE OF MICHIGAN P.O. Box 30037 Lansing MI 48909-	4. Program/Project Start Date 04/01/2009	5. Completion Date 03/31/2012

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTALS		\$ 0.00	\$ 0.00	\$ 243,398,975.00	\$ 0.00	\$ 243,398,975.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2)	(3)	(4)	
A. PERSONNEL	\$ 0.00				\$ 4,731,601.00
B. FRINGE BENEFITS	\$ 0.00				\$ 2,583,710.00
C. TRAVEL	\$ 0.00				\$ 530,945.00
D. EQUIPMENT	\$ 0.00				\$ 30,000.00
E. SUPPLIES	\$ 0.00				\$ 178,000.00
F. CONTRACTUAL	\$ 96,000.00				\$ 232,265,406.00
G. CONSTRUCTION	\$ 0.00				\$ 0.00
H. OTHER	\$ 0.00				\$ 1,845,020.00
I. TOTAL DIRECT CHARGES	\$ 96,000.00				\$ 242,164,682.00
J. INDIRECT CHARGES	\$ 0.00				\$ 1,234,293.00
K. TOTALS	\$ 96,000.00				\$ 243,398,975.00
7. PROGRAM INCOME	\$ 0.00				\$ 0.00



**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Name:	<b>Alger-Marquette Community Action Board</b>	Contact:	Mr. Joseph Priante
Address:	112 West Washington Street Marquette, MI 49855	Phone:	(906)228-6522
		Fax:	(906)228-6527
		Email:	jpriante@amcab.org
Counties served:	Alger Marquette	Tentative allocation:	\$ 3,210,007.00
		Planned units:	455
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 01
Name:	<b>Allegan County Resource Development Committee Inc</b>	Contact:	Ms. Susan Cervantes
Address:	323 Water Street Allegan, MI 49010	Phone:	(269)673-5472
		Fax:	(616)673-3795
		Email:	scervantes@acrdc.org
Counties served:	Allegan	Tentative allocation:	\$ 2,560,834.00
		Planned units:	361
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 02 06
Name:	<b>Area Community Services Employment and Training Council</b>	Contact:	Mr. George Pattok
Address:	144 East Fulton Street Grand Rapids, MI 49503	Phone:	(616)336-4056
		Fax:	(616)336-4193
		Email:	pattokg@nwd.org
Counties served:	Kent	Tentative allocation:	\$ 7,105,047.00
		Planned units:	1,018
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 03
Name:	<b>Baraga-Houghton-Keweenaw CAA</b>	Contact:	Mr. Paul Hannula
Address:	926 Dodge Street Houghton, MI 49931	Phone:	(906)482-5528
		Fax:	(906)482-5512
		Email:	bhkcaa@att.net
Counties served:	Baraga Houghton Keweenaw	Tentative allocation:	\$ 3,210,007.00
		Planned units:	455
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 01
Name:	<b>CAA of Jackson, Lenawee, Hillsdale</b>	Contact:	Ms Dawn Flynn
Address:	P. O. Drawer 1107 1214 Greenwood Jackson, MI 49204	Phone:	(517)784-4800
		Fax:	(517)784-5188
		Email:	dflynn@caajlh.org
Counties served:	Hillsdale Jackson Lenawee	Tentative allocation:	\$ 5,767,356.00
		Planned units:	824
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> 07
Name:	<b>Capital Area Community Services Inc</b>	Contact:	Mr. Duane Griffus
Address:	101 East Willow Street Lansing, MI 48906	Phone:	(517)393-1780
		Fax:	(517)393-6631
		Email:	dggriffus@cacs-inc.org

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Counties served:	Clinton Eaton Ingham Shiawassee	Tentative allocation: \$ 7,990,283.00 Planned units: 1,146 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 04 07 08
Name:	<b>Chippewa-Luce-Mackinac Community Action and</b>	Contact:	Kevin Riley	
Address:	P. O. Box 70 524 Ashmun Street Sault Ste Marie, MI 49783	Phone:	(906)632-3363	
		Fax:	(906)632-4255	
		Email:	kriley@clmcaa.com	
Counties served:	Chippewa Luce Mackinac	Tentative allocation: \$ 2,973,944.00 Planned units: 420 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 01
Name:	<b>City of Detroit</b>	Contact:	Mr. William Warren	
Address:	5031 Grandy Street Detroit, MI 48211	Phone:	(313)852-5609	
		Fax:	(313)852-5500	
		Email:	warrenw@dhs.ci.detroit.mi.us	
Counties served:	Wayne	Tentative allocation: \$ 33,563,776.00 Planned units: 4,843 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> 15
Name:	<b>Community Action Agency of South Central Michigan</b>	Contact:	Sara Wallace	
Address:	PO Box 1026 175 Main Street Battle Creek, MI 49016	Phone:	(269)965-7766	
		Fax:	(269)966-4170	
		Email:	Saraw@caascmi.org	
Counties served:	Barry Branch Calhoun Saint Joseph	Tentative allocation: \$ 6,259,154.00 Planned units: 895 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 06 07
Name:	<b>Dickinson-Iron Community Services Agency</b>	Contact:	Mr Don Tramontin	
Address:	800 Crystal Lake Boulevard Iron Mountain, MI 49801	Phone:	(906)774-2256	
		Fax:	(906)774-2257	
		Email:	dtramont@chartermi.net	
Counties served:	Dickinson Iron	Tentative allocation: \$ 2,954,272.00 Planned units: 418 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 01
Name:	<b>Downriver Community Conference</b>	Contact:	Ms Paula Anderson	
Address:	15100 Northline Road Southgate, MI 48195	Phone:	(734)362-7070	
		Fax:	(734)281-0276	
		Email:	Paula.Anderson@dccwf.org	

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Counties served:	Wayne	Tentative allocation:	\$ 4,882,120.00	Congressional districts served:	<u>CD</u> 13
		Planned units:	696		14
		Type of organization:	Non-profit organization		15
<hr/>					
Name:	<b>Economic Opportunity Committee of St Clair Inc</b>	Contact:	Ms Darlene Kramp		
Address:	302 Michigan St. Port Huron, MI 48060	Phone:	(810)455-6418		
		Fax:	(810)982-7233		
		Email:	Kramp.darlene@caascc.org		
Counties served:	Saint Clair	Tentative allocation:	\$ 3,603,445.00	Congressional districts served:	<u>CD</u> 10
		Planned units:	512		
		Type of organization:	Local agency		
<hr/>					
Name:	<b>EightCAP Inc</b>	Contact:	Mr. Lloyd Walker		
Address:	904 Oak Drive P. O. Box 368 Greenville, MI 48838	Phone:	(616)754-2660		
		Fax:	(616)225-8761		
		Email:	lloydW@8cap.org		
Counties served:	Gratiot Ionia Isabella Montcalm	Tentative allocation:	\$ 5,295,230.00	Congressional districts served:	<u>CD</u> 03
		Planned units:	756		04
		Type of organization:	Local agency		
<hr/>					
Name:	<b>FiveCAP Inc</b>	Contact:	Jeffrey Smith		
Address:	302 North Main Street P. O. Box 37 Scottville, MI 49454	Phone:	(616)757-3785		
		Fax:	(616)757-9669		
		Email:	fivecap@fivecap.org		
Counties served:	Lake Manistee Mason Newaygo	Tentative allocation:	\$ 4,036,227.00	Congressional districts served:	<u>CD</u> 02
		Planned units:	574		
		Type of organization:	Local agency		
<hr/>					
Name:	<b>Genesee County CAA</b>	Contact:	Mr. Matthew Purcell		
Address:	601 N. Saginaw St., Ste. 1B Flint, MI 48502	Phone:	(810)762-4922		
		Fax:	(810)762-0009		
		Email:			
Counties served:	Genesee	Tentative allocation:	\$ 8,895,191.00	Congressional districts served:	<u>CD</u> 05
		Planned units:	1,277		08
		Type of organization:	Unit of local government		09
<hr/>					
Name:	<b>Gogebic-Ontonagon CAA</b>	Contact:	Mr. Glen Chlebowski		
Address:	320 East Aurora Street Ironwood, MI 49938	Phone:	(906)932-4200		
		Fax:	(906)932-0271		
		Email:	Chlebowskig@gocaa.org		

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

State: MI Grant Number: EE00098 Program Year: 2009

Counties served:	Gogebic Ontonagon	Tentative allocation: \$ 2,698,537.00 Planned units: 381 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 01
Name:	<b>Human Development Commission</b>	Contact:	Ms. Mary Ann Vandemark	
Address:	429 Montague Avenue Caro, MI 48723	Phone:	(989)673-4121	
		Fax:	(989)673-2031	
		Email:	mav@hdc-caro.org	
Counties served:	Huron Lapeer Tuscola	Tentative allocation: \$ 5,098,511.00 Planned units: 728 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 05
Name:	<b>Kalamazoo County Human Services Department</b>	Contact:	Mr. Thom Knoll	
Address:	P. O. Box 42 3299 Gull Road Nazareth, MI 49074-0042	Phone:	(269)373-5275	
		Fax:	(269)373-5109	
		Email:	TRKNOL@kalcounty.com	
Counties served:	Kalamazoo	Tentative allocation: \$ 4,409,994.00 Planned units: 628 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> 06
Name:	<b>Macomb County Community Services Agency</b>	Contact:	Joe Cooke	
Address:	VerKuilen Building, Suite 10 21885 Dunham Road Clinton Township, MI 48036-1030	Phone:	(586)469-6329	
		Fax:	(586)469-5996	
		Email:	joseph.cooke@macombcountymi.gov	
Counties served:	Macomb	Tentative allocation: \$ 8,127,986.00 Planned units: 1,166 Type of organization: Unit of local government	Congressional districts served:	<u>CD</u> 10
Name:	<b>Menominee-Delta-Schoolcraft Community Action Agency and</b>	Contact:	Mr. Joe Dehlin	
Address:	507 First Avenue North Escanaba, MI 49829-3998	Phone:	(906)786-7080	
		Fax:	(906)786-9423	
		Email:	jdehlin@mdscaa.org	
Counties served:	Delta Menominee Schoolcraft	Tentative allocation: \$ 3,465,742.00 Planned units: 492 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 01
Name:	<b>Mid Michigan CAA Inc</b>	Contact:	Mr. David Peters	
Address:	1141 North McEwan Clare, MI 48617	Phone:	(989)386-3805	
		Fax:	(989)386-3277	
		Email:	dpeters@mmcaa.org	

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Counties served:	Bay	Tentative allocation:	\$ 7,675,532.00	Congressional districts	<u>CD</u>
	Clare	Planned units:	1,100	served:	04
	Gladwin	Type of organization:	Local agency		05
	Mecosta				
	Midland				
	Osceola				

Name:	<b>Monroe County Opportunity Program</b>	Contact:	Ms. Billie Jo Dye
Address:	1140 South Telegraph Road	Phone:	(734)241-2775
	Monroe, MI 48161-4006	Fax:	(734)457-0630
		Email:	bjdye@monroecountyop.org
Counties served:	Monroe	Tentative allocation:	\$ 2,836,240.00
		Planned units:	401
		Type of organization:	Local agency
		Congressional districts	<u>CD</u>
		served:	16

Name:	<b>Muskegon-Oceana Community Action Partnership, Inc</b>	Contact:	Mr. Tom Horan
Address:	1170 West Southern	Phone:	(231)725-9499
	Muskegon, MI 49441-2241	Fax:	(231)722-1959
		Email:	Tom@mocap1.org
Counties served:	Muskegon	Tentative allocation:	\$ 5,078,839.00
	Oceana	Planned units:	725
		Type of organization:	Local agency
		Congressional districts	<u>CD</u>
		served:	02

Name:	<b>Northeast Michigan Community Service Agency</b>	Contact:	Mr. Robert Cain
Address:	2373 Gordon Road	Phone:	(989)471-5110
	Alpena, MI 49707	Fax:	(989)471-2700
		Email:	cainr@nemcsa.org
Counties served:	Alcona	Tentative allocation:	\$ 6,652,593.00
	Alpena	Planned units:	952
	Arenac	Type of organization:	Local agency
	Cheboygan		
	Crawford		05
	Iosco		
	Montmorency		
	Ogemaw		
	Oscoda		
	Otsego		
	Presque Isle		
		Congressional districts	<u>CD</u>
		served:	01

Name:	<b>Northwest Michigan Human Services Agency</b>	Contact:	Mr Gary E. Yankee
Address:	3963 Three Mile Road	Phone:	(231)947-3780
	Traverse City, MI 49686-9164	Fax:	(231)947-4935
		Email:	gyankee@nmcaa.org

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Counties served:	Antrim Benzie Charlevoix Emmet Grand Traverse Kalkaska Leelanau Missaukee Roscommon Wexford	Tentative allocation: \$ 6,121,451.00 Planned units: 876 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 01 02 04
Name:	<b>Oakland Livingston Human services Agency</b>	Contact:	Mr. Doug Symons	
Address:	P.O. Box 430598, 2nd Floor 196 East Cesar E. Chavez Pontiac, MI 48343-0598	Phone:	(248)209-2760	
		Fax:	(248)209-2777	
		Email:	Douglass@olhsa.org	
Counties served:	Livingston Oakland	Tentative allocation: \$ 11,688,604.00 Planned units: 1,681 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 08 09 11
Name:	<b>Ottawa County CAA</b>	Contact:	Mr. Mark Kornelis	
Address:	12251 James Street Suite 300 Holland, MI 49424-9661	Phone:	(616)393-5603	
		Fax:	(616)393-5612	
		Email:	mkornelis@miottawa.org	
Counties served:	Ottawa	Tentative allocation: \$ 2,796,897.00 Planned units: 395 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 02
Name:	<b>Saginaw County Community Action Committee</b>	Contact:	Omwale Smith	
Address:	2824 Perkins Saginaw, MI 48601	Phone:	(989)753-7741	
		Fax:	(989)753-2439	
		Email:	oasmith@saginawcac.org	
Counties served:	Saginaw	Tentative allocation: \$ 5,550,965.00 Planned units: 793 Type of organization: Local agency	Congressional districts served:	<u>CD</u> 04 05
Name:	<b>Southwest Michigan CAA</b>	Contact:	Ms Sandy Klank	
Address:	185 East Main Street Suite 200 Benton Harbor, MI 49022	Phone:	(269)925-9077	
		Fax:	(269)925-9271	
		Email:	sklank@smcaa.com	
Counties served:	Berrien Cass Van Buren	Tentative allocation: \$ 6,691,936.00 Planned units: 958 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> 06

**WEATHERIZATION ASSISTANCE PROGRAM  
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: MI Grant Number: EE00098 Program Year: 2009

Name:	<b>To be Determined-Reserve for network or new LWOs</b>	Contact:	
Address:	TBD	Phone:	( ) -
	TBD	Fax:	( ) -
	TBD, MI 48909	Email:	
Counties served:		Tentative allocation:	\$ 30,181,226.00
		Planned units:	0
		Type of organization:	
		Congressional districts served:	<u>CD</u>
<hr/>			
Name:	<b>Washtenaw County Human Services</b>	Contact:	Mr. Aaron Kraft
Address:	301 W. Michigan Ave. Suite 400	Phone:	(734)544-2947
	Ypsilanti, MI 48197-0915	Fax:	(734)544-6731
		Email:	Kraft@ewashtenaw.org
Counties served:	Washtenaw	Tentative allocation:	\$ 4,291,962.00
		Planned units:	611
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u> 07 08 13
<hr/>			
Name:	<b>Wayne County</b>	Contact:	Ms Mary Wilson
Address:	33030 Van Board Road	Phone:	(734)727-7299
	Wayne, MI 48184	Fax:	(734)727-7296
		Email:	mlwilson@co.wayne.mi.us
Counties served:	Wayne	Tentative allocation:	\$ 7,459,141.00
		Planned units:	1,069
		Type of organization:	Unit of local government
		Congressional districts served:	<u>CD</u> 13 16
<hr/>			
Name:	<b>Wayne Metropolitan Community Action Agency</b>	Contact:	Bill Carlson
Address:	3715 West Jefferson Avenue	Phone:	(313)843-2550
	Ecorse, MI 48229	Fax:	(734)841-7540
		Email:	bcarlson@waynemetro.org
Counties served:	Wayne	Tentative allocation:	\$ 5,767,356.00
		Planned units:	824
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> 14

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

## II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
Alger-Marquette Community Action Board	Marquette	3,210,007.00	455
Allegan County Resource Development Committee Inc	Allegan	2,560,834.00	361
Area Community Services Employment and Training Council	Grand Rapids	7,105,047.00	1,018
Baraga-Houghton-Keweenaw CAA	Houghton	3,210,007.00	455
CAA of Jackson, Lenawee, Hillsdale	Jackson	5,767,356.00	824
Capital Area Community Services Inc	Lansing	7,990,283.00	1,146
Chippewa-Luce-Mackinac Community Action and City of Detroit	Sault Ste Marie	2,973,944.00	420
	Detroit	33,563,776.00	4,843
Community Action Agency of South Central Michigan	Battle Creek	6,259,154.00	895
Dickinson-Iron Community Services Agency	Iron Mountain	2,954,272.00	418
Downriver Community Conference	Southgate	4,882,120.00	696
Economic Opportunity Committee of St Clair Inc	Port Huron	3,603,445.00	512
EightCAP Inc	Greenville	5,295,230.00	756
FiveCAP Inc	Scottville	4,036,227.00	574
Genesee County CAA	Flint	8,895,191.00	1,277
Gogebic-Ontonagon CAA	Ironwood	2,698,537.00	381
Human Development Commission	Caro	5,098,511.00	728
Kalamazoo County Human Services Department	Nazareth	4,409,994.00	628
Macomb County Community Services Agency	Clinton Township	8,127,986.00	1,166
Menominee-Delta-Schoolcraft Community Action Agency and	Escanaba	3,465,742.00	492
Mid Michigan CAA Inc	Clare	7,675,532.00	1,100
Monroe County Opportunity Program	Monroe	2,836,240.00	401
Muskegon-Oceana Community Action Partnership, Inc	Muskegon	5,078,839.00	725
Northeast Michigan Community Service Agency	Alpena	6,652,593.00	952
Northwest Michigan Human Services Agency	Traverse City	6,121,451.00	876
Oakland Livingston Human services Agency	Pontiac	11,688,604.00	1,681
Ottawa County CAA	Holland	2,796,897.00	395
Saginaw County Community Action Committee	Saginaw	5,550,965.00	793
Southwest Michigan CAA	Benton Harbor	6,691,936.00	958
To be Determined-Reserve for network or new LWOs	TBD	30,181,226.00	0
Washtenaw County Human Services	Ypsilanti	4,291,962.00	611
Wayne County	Wayne	7,459,141.00	1,069
Wayne Metropolitan Community Action Agency	Ecorse	5,767,356.00	824
<b>TOTALS</b>		<b>228,900,405.00</b>	<b>28,430</b>



## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

## II.4 WAP Production Schedule

<b>Total Units (excluding reweatherized)</b>	<b>22,248</b>
Units by type (excluding reweatherized):	
Owner-occupied single-family site-built	
Single-family rental site-built	
Multi-family	
Owner-occupied mobile home	
Renter-occupied mobile home	
Shelter	
Units by occupancy:	
Elderly	
Persons with disabilities	
Native American	
Children	
High residential energy user	
Household with a high energy burden	
Other unit types:	
<b>Rewatherized Units</b>	<b>6,180</b>

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLES & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$655,000.00
B	Total Units Weatherized	22,248
C	Total Units Reweatherized	6,180
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	28,428
E	Average Vehicle & Equipment Acquisition Cost per Unit (A divided by D)	\$23.04
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$195,159,247.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	28,428
H	Average Program Operations Cost per Unit (F divided by G)	\$6,865.04
I	Average Vehicle & Equipment Acquisition Cost per Unit (from line E)	\$23.04
J	Total Average Cost per Dwelling (H plus I)	\$6,888.08

## II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm

☒

Other (describe below)

☐

The WAP algorithm that Michigan uses is based on the most recent metaevaluation of the national DOE Weatherization Assistance Program. The report indicates the annual energy savings for gas-heated homes nationwide is estimated to be 30.5 million site BTUs.

The Program Year (PY) 2008 estimate of first year energy savings for the DOE funding is: (4926 homes x 30.5 million site BTUs per home =) 150,243

The Program Year (PY) 2008 estimate of first year savings for the DOE funding is: (4926 homes X 30.5 million site BTUs per home=) 150,243 million site BTUs.

DHS is not able to determine the revised estimate for actual energy savings at the time of grant application because PY 2008 is not finished and the total number of completed homes is not known.

Estimated energy savings: 0 (MBtu)

Estimated prior year savings:

Actual: 0

If variance is large, explain:

## II.6 Training, Technical Assistance, and Monitoring Activities

## T&amp;TA ACTIVITIES:

Technical specialists are available following monitor visits and upon LWO requests outside these visits, to provide training and technical assistance for areas cited in the monitor report or to address other LWO training needs. Agencies have consistently reported to Bureau staff that offering more onsite T/TA offers greater and more thorough training opportunities. We plan to continue to support the network with this training throughout the next three program years. This will allow us to deliver targeted training on a consistent basis to the entire network.

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

DHS staff will be responsible for all DOE program training. In previous program years, DHS WAP full time staff consisted of a WAP specialist, a Technical Unit Supervisor, and three technical monitors. Two program monitors and one fiscal monitor worked approximately 30% of the time on WAP monitoring activities and 4 Grant Managers worked the same amount of time on DOE WAP activities. DOE staffing will be increased to meet the ARRA needs as follows: a WAP Division Manager; Division secretary; one new Technical Unit Supervisor; 10 Technical Monitor staff; two fiscal monitor staff; one new program monitor. The 10 new technical monitor staff will be split between monitor assignments and training assignments. DHS staff will provide training at the Lansing Training Center throughout the program year. T & TA visits to agencies will also be conducted to allow on-site agency-specific training and technical assistance. The Wx Training curriculum continues to be under development. However, in PY08, significant improvements were made to the Basic and Intermediate Inspector training offered. Inspector certification training was ramped up considerably to meet increased certified inspector needs. Inspector certification courses have been offered monthly since December 2008 to meet this increased training need. We will continue this expedited training schedule throughout PY09, until all requested inspector certification training is satisfied. We will then resume to a schedule providing the training 1-2 times per quarter. If more sessions are necessary, we will schedule those on an as-needed basis. Lead-safe work practices and Mold Awareness training has also been held monthly as part of the Basic & Intermediate Inspector training curriculum. We will continue to hold this training each month until the requests for it are reduced. We will then adjust the schedule to provide said training 1-2 times per quarter.

Throughout PY09, DHS will work with the community college network to facilitate getting a curriculum developed for delivery statewide. The curriculum will minimally provide for Basic and Intermediate Inspector training. If possible, it will also include some basic weatherization training for crew/contractors. There will also be an online training component developed to allow for the most flexibility possible in the training delivery system.

We will also be developing an online training course that will facilitate completion of the testing out requirements for Basic and Intermediate inspector certification written exams, as well as providing this curriculum for inspector candidates to access online training.

In PY07, DHS staff worked with Alex Moore and pilot project agencies on the mobile home audit process. The approved priorities list identified different/additional measures for this portion of the housing stock. DHS contracted with COAD trainers for two three day trainings on sidewall and attic insulation in manufactured housing. The training was held at the Mid Michigan CAA in Farwell, Michigan, offering a central location. An on-site mobile home was used to demonstrate the installation process most effectively. We will continue to offer this training to LWO staff and contractors on an as-needed basis.

Training on all priorities will be instructed in both the classroom and on-site. Classroom training will be conducted at the Lansing training center and at MCAAA meetings. On-site classroom and hands-on training will be conducted on an as-needed basis, regionally throughout PY09.

Inspector candidates are required to conduct an independent pre-inspection while being observed by DHS Technical monitor staff to achieve inspector certification. The Bureau will acquire four houses, located in the Marquette, Kalamazoo, Lansing, and Clare areas to accommodate regional trainings for contractors and crews, as well as sites to conduct this final step in the inspector certification process.

During PY09 we will continue to assess another specific measure on mobile homes- the encapsulated roof insulation to determine the feasibility and effectiveness. We will be compiling energy savings data specific to this measure.

Staff continues to work with the assistance of WxTRAC, on a Training Curriculum that will eventually have three tracks- program administration, technical and program support. DHS plans to transition into a Continuing Education Unit requirement over the next three program years for these tracks. We are also expanding training opportunities to include agency contractor training.

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

The WxTRAC was redesigned during PY08. The WxTRAC is a 17 member committee. The composition of the group is as follows: Chair; WAP Specialist (serves as co-chair), WAP Technical Supervisor; MCAAA staff person; Chair of MCAAA Wx Committee; and 12 local WAP representatives consisting of 4 Administrative; 4 Support and 4 Technical reps. These representatives are elected 1 per track by each of Michigan's four weatherization regions.

DHS staff will continue to work with WxTrac members to develop training to be offered at various forums including the MCAAA quarterly meetings, regional trainings, on-site T/TA and the state Wx training conference. We will be developing a course listing that will be delivered either on a quarterly basis at our training center, at our annual weatherization conference, or at national and/or regional Wx conferences, that will fulfill CEU requirements. The curriculum will include courses for inspector certification, contractor training, and program management and support training.

DHS staff and WxTrack will work together to develop the training curriculum for the Michigan Weatherization conference held each year. This conference typically offers much more technical training than is available at the quarterly meetings, as well as program and management-related sessions.

DHS will continue to encourage local agencies to use T&TA funds to attend various weatherization technical workshops and conferences (including the National DOE Wx Training Conference, regional DOE trainings, Affordable Comfort). DHS will distribute a base allocation of \$62,500 to each LWO for T/TA as well as an additional \$2,000,000 allocated to each by formula.

WxTRAC subgroups will meet throughout the program year to develop training curriculums and associated continuing education units for the three tracks- management, technical and support. These groups will also assist in developing a list of alternative training sessions available through a variety of other weatherization training forums that will provide CEUs for attendees.

DHS will solicit bids for a state specific weatherization program evaluation in PY09. This task was not completed during PY08. The evaluation will include a training component. Results from the evaluation will be shared with the LWOS and WxTRAC, and will be used over the next two program years to identify and prioritize program training needs.

WxTRAC will also discuss how the State will compare productivity and energy savings between subgrantees and how these comparisons can be used in the developments of T&TA activities or priorities.

The Technical Weatherization Policy (TWP) Manual, states: "Weatherization inspector training/testing will be offered quarterly at the weatherization training center in Lansing. New inspectors must attend one of these training sessions within the first six months of assuming such positions. On-the-job training is recommended for new inspectors prior to attending the training. New inspectors should receive on-the-job training from certified inspectors in all aspects of pre-inspection, post-inspection, testing and job documentation. Beginning with the April 2005 inspector training, Michigan is offering a two-phase inspector training course. This new course schedule will allow more on the job time T/TA before certification testing. Those who qualify for certification by passing the required testing and satisfactorily completing on-the-job training subsequent to the testing will be issued a certificate. Documentation relative to inspector certification shall be maintained at the agency. The State Weatherization Office may offer special testing relative to inspector certification as deemed appropriate. The State Weatherization Office also reserves the right to withdraw inspector certification at any time. Each LWO must have at least one person certified to complete weatherization inspections. New inspectors and/or conditionally certified inspectors must complete inspections accompanied by or in the presence of a certified inspector. The State Weatherization Office may establish additional training/testing requirements as needed."

Training alternatives being explored for ARRA ramp up needs include:

BPI certification; community college training; online course delivery, contractor training, and test out procedures for the Basic and Intermediate Inspector training.

Formal DHS communications will be distributed to the LWO network to advise everyone of all acceptable training venues.

DOE F 540.2

## U.S. Department of Energy

OMB Control No. 1910-5127

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

The Inspector training will continue to be scheduled quarterly, at a minimum, but depending on potential changes to the Michigan training site, and ARRA ramp-up training needs identified, the location of said training may vary.

During PY08, DHS developed draft written policy on inspector certification, recertification and decertification. The draft policy was shared with DHS legal staff and Bureau staff continues to work on some suggested changes. Once this internal process is complete, the policy will be shared with each LWO and agency executive director for comment. A final state policy will be issued following the comment period.

DHS staff will also provide blower door training, Infrared Scanner Training, and lead-safe work practices training, as needed.

Client education is an ongoing T/TA activity. Training around various client education activities, best practices, resources, etc. is offered at MCAA quarterly sessions and/or the annual state weatherization conference on a regular basis.

**MONITORING ACTIVITIES:**

**Monitoring Activities:** The Bureau monitors each agency each year. Bureau monitors alternate between a comprehensive monitoring tool and an annual monitoring tool each year.

**Comprehensive Monitoring:** The comprehensive monitoring team includes a program monitor, a financial monitor and a technical wx monitor. Each year, approximately half the 32 agencies are selected for a comprehensive monitoring visit. This visit is more extensive than the alternative annual monitoring visits. A monitoring team visits the agency about a week and does a thorough review of all DHS-administered programs, including a complete fiscal review, interviews staff and board members, visits Wx job sites and conducts client/job file reviews.

**Annual Monitoring:** The agencies not selected for a comprehensive monitoring visit have an annual monitor visit and this is conducted by a program monitor and a technical specialist. This monitor visit is shorter, doesn't include the staff/board interviews, the complete fiscal review, and the guide used is condensed.

This monitoring approach ensures each LWO is monitored at least once during a program year to meet DOE requirements.

For the ARRA funding period, DHS will be adding 10 technical monitor positions and another Technical Unit Supervisor to Bureau staff. The additional staff will be limited term appointments working through the DOE ARRA funding period. This additional staff will ensure we are able to monitor a minimum of 5% of all jobs as well as increased monitoring in agencies identified as having potential risks. The monitor visits will be conducted in each quarter, and be targeted at different times of the job process and specific tasks. These will include review of pre inspection activities, lead safe weatherization activities, post inspection activities, etc.

Technical staff reviews the technical monitor guide each year and the product is updated and/or changed based on monitoring priorities identified in the previous program year and/or any DOE program requirements related to monitoring.

During the next three program years, the permanent technical unit supervisor will oversee all comprehensive monitor visits. These visits will consist of a thorough file review, as well as job site visits. The agencies not receiving a comprehensive visit will have an annual visit using the Annual Monitor tool, which results in a shorter visit with fewer file/job reviews.

Annual technical monitoring visits will be conducted by technical weatherization specialist staff. Five percent of the proposed production units will determine the number of files to be reviewed for any agencies that did not have any findings in the previous year's technical monitoring review. Ten percent will be used for all other agencies.

Monitoring results will assist in scheduling needed T/TA visits at each agency throughout the grant period. Priorities identified in the WxTRAC or resulting from DOE program changes, will also be considered in developing the next three years' T/TA priorities. The goal continues to be to provide hands-on training and technical assistance to each agency.

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

Technical specialists will make a minimum of one visit to each agency but will most likely make several visits to the majority of agencies to provide on site training and technical assistance to assure that all areas of weakness addressed in the PY08 monitoring are thoroughly trained for all appropriate agency staff. The technical specialists will compose reports regarding these visits, including staff and technical areas trained, agency staff progress, and any additional training necessary.

During PY08, DHS will be responsible for submitting data on the site built audit process to DOE for approval. DHS staff will work with designated agencies to conduct independent energy audits. Designated agencies will represent the diverse geographic locations, climatic conditions, and energy types/cost factors. Our objective is to determine synchronization of measures to incorporate into the Priorities Audit. The results of these audits will be submitted to DOE. If results do produce the different/additional measures, the state will update our inspector training curriculum. The current approved priorities will continue to be implemented and enforced until the approved, updated audit is received from DOE.

## II.7 DOE-Funded Leveraging Activities

## II.8 Policy Advisory Council Members (names, groups, agencies)

Community Action Agency	Ms Marsha Kreucher
Northeast Michigan Community Service Agency	Mr John Swise
Area Community Services	Ms Beverly Drake
DTE Energy	Ms Carolyn MacKool
Oakland Livingston Human services Agency	Mr. Doug Symons
Human Development Commission	Ms. Mary Ann Vandemark
City of Detroit	Mr. William Warren
American Council for an Energy Efficient Economy	Dr. Martin Kushler
Consumers Energy	Ms. Debra Harmon

## II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date
04/29/2009

Newspapers that publicized the hearings and the dates that the notice ran.

Detroit Free Press- 4/16/09  
 Grand Rapids Free Press- 4/16/09  
 Lansing State Journal- 4/16/09  
 Michigan Chronicle- 4/15/09  
 Marquette Mining Journal- 4/16/09

## II.10 Adjustments to On-File Information

Redistribution of funds:

Throughout each program year, DHS will review each agency's spending and production and may adjust agency allocations to maximize the number of homes weatherized in Michigan.

Carryover Policy: It is planned that all unexpended DOE funds will be retrieved. These unexpended funds will then be distributed by allocation formula, in the new program year, to all LWOs.

## U.S. Department of Energy

(08/05)

## WEATHERIZATION ANNUAL FILE WORKSHEET (continued)

Expiration Date: 6-30-08

Grant: EE00098

Amendment: 000

State: MI

Program year: 2009

Budget period: 04/01/2009 - 03/31/2012

---

Weatherizing shelters:

In accordance with 10 CFR 440.22, subgrantees will be allowed to weatherize shelters. Homeless shelters may be weatherized only after a written request by the subgrantee has been approved by the program office in writing. The approval will be based on an evaluation of the continued use of the building as a homeless shelter, and the structural integrity of the building. Subgrantees will have the option to count the dwelling units under the option that is most beneficial to the subgrantee.

**Pollution Occurrence Insurance:** Beginning in PY09, DOE no longer requires Pollution Occurrence Insurance (POI), but still strongly recommends POI. The costs of POI can be charged to the grant as part of the Liability Insurance. However, if a state or local agency chooses NOT to hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization, or there is a disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the contract and must be covered by another funding mechanism.

## Mold Protocol

In PY05, Michigan subgrantees were provided a Mold information/disclaimer form to be shared with households with potential mold problems. In PY06 several agency directors expressed concern with the Mold Information/disclaimer form issued. DHS has revised the form based on agency input. In PY07, the Community Services Policy Manual, was updated to include a new Item 617 and the Technical Weatherization Policy (TWP) Manual was updated to reflect the revised mold protocol guidelines, sample information/disclaimer notice and training requirements. Mold training will be conducted on a quarterly schedule and more often if requested.

During PY09, DHS staff will work with each LWO to develop criteria for high energy use and high energy burden households designation. These priorities will continue to be optional for use at the local level for PY09, but will become mandatory for PY 2010.

**II.11 Miscellaneous**

## Amortization:

Michigan continues to allow agencies to spread the cost of vehicles or equipment with a cost over \$5,000.00 over the useful life of the vehicle or equipment for the purpose of calculating the average cost per unit. The full purchase price is still reported as an expenditure in the year in which it occurs.

In PY06 the City of Dearborn indicated that the agency was downsizing and the city had decided not to continue to administer the Weatherization program. DHS contacted a neighboring agency, Wayne Metro, and this agency agreed to provide weatherization services for PY06 on a temporary basis. DOE funding was adjusted accordingly at the time DHS was officially notified that the City of Dearborn no longer intends to provide program services. During PY06, DHS posted an RFQ for Community Action Agencies to bid on providing WAP services to the city of Dearborn residents. DHS received one RFQ as a result. The City of Dearborn will be serviced by the Wayne-Metropolitan Community Action Agency.

**Policy Advisory Council:** The Policy Advisory Council will meet at 10:30 a.m. on 4/29/09. Policy members will be sent the proposed state plan prior to the meeting for review. Any resolutions or other orders of business discussed at this meeting will be included in this section in the final version.

See Attachment A for further ARRA specific plan items.

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

---

**State:** MI      **Program Year:** 2009

---

**County:** Alcona**Agency:**Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-**Contact:**Mr. Robert Cain  
(989)471-5110Northeast Michigan Community Action Agency  
2375 Gordon Road  
Alpena, MI 4970-7Robert Cain  
(989)471-5110

---

**County:** Alger**Agency:**Alger-Marquette Community Action Board  
112 West Washington Street  
Marquette, MI 49855-**Contact:**Mr. Joseph Priante  
(906)228-6522

---

**County:** Allegan**Agency:**Allegan County Resource Development Committee Inc  
323 Water Street  
Allegan, MI 49010-**Contact:**Ms. Susan Cervantes  
(269)673-5472

---

**County:** Alpena**Agency:**Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-**Contact:**Mr. Robert Cain  
(989)471-5110

---

**County:** Antrim**Agency:**Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City, MI 49686-9164**Contact:**Mr Gary E Yankee  
(231)947-3780

---

**County:** Arenac**Agency:**Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-**Contact:**Mr. Robert Cain  
(989)471-5110

---

**County:** Baraga**Agency:**Baraga-Houghton-Keweenaw CAA  
926 Dodge Street  
Houghton, MI 49931-**Contact:**Mr. Paul Hannula  
(906)482-5528

---

**County:** Barry**Agency:**Community Action Agency of South Central Michigan  
PO Box 1026, 175 Main Street  
Battle Creek, MI 49016-**Contact:**Sara Wallace  
(269)965-7766

---

**County:** Bay

---



## WAP LOCAL AGENCY LOOKUP REPORT

2:45:02PM

**State:** MI                    **Program Year:** 2009**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare , MI 48617-**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Benzie**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Berrien**Agency:**  
Southwest Michigan CAA  
185 East Main Street, Suite 200  
Benton Harbor , MI 49022-**Contact:**  
Ms Sandy Klank  
(269)925-9077

---

**County:** Branch**Agency:**  
Community Action Agency of South Central Michigan  
PO Box 1026, 175 Main Street  
Battle Creek , MI 49016-**Contact:**  
Sara Wallace  
(269)965-7766

---

**County:** Calhoun**Agency:**  
Community Action Agency of South Central Michigan  
PO Box 1026, 175 Main Street  
Battle Creek , MI 49016-**Contact:**  
Sara Wallace  
(269)965-7766

---

**County:** Cass**Agency:**  
Southwest Michigan CAA  
185 East Main Street, Suite 200  
Benton Harbor , MI 49022-**Contact:**  
Ms Sandy Klank  
(269)925-9077

---

**County:** Charlevoix**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Cheboygan**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena , MI 49707-**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Chippewa**Agency:**  
Chippewa-Luce-Mackinac Community Action and  
P. O. Box 70, 524 Ashmun Street  
Sault Ste Marie , MI 49783-**Contact:**  
Kevin Riley  
(906)632-3363

---

**County:** Clare

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: MI Program Year: 2009

**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare , MI 48617-**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Clinton**Agency:**  
Capital Area Community Services Inc  
101 East Willow Street  
Lansing , MI 48906-**Contact:**  
Mr. Duane Griffus  
(517)393-1780

---

**County:** Crawford**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena , MI 49707-**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Delta**Agency:**  
Menominee-Delta-Schoolcraft Community Action Agency and  
507 First Avenue North  
Escanaba , MI 49829-3998**Contact:**  
Mr. Joe Dehlin  
(906)786-7080

---

**County:** Dickinson**Agency:**  
Dickinson-Iron Community Services Agency  
800 Crystal Lake Boulevard  
Iron Mountain , MI 49801-**Contact:**  
Mr Don Tramontin  
(906)774-2256

---

**County:** Eaton**Agency:**  
Capital Area Community Services Inc  
101 East Willow Street  
Lansing , MI 48906-**Contact:**  
Mr. Duane Griffus  
(517)393-1780

---

**County:** Emmet**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Genesee**Agency:**  
Genesee County CAA  
601 N. Saginaw St., Ste. 1B  
Flint , MI 48502-**Contact:**  
Mr. Matthew Purcell  
(810)762-4922

---

**County:** Gladwin**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare , MI 48617-**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Gogebic

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT**State:** MI                    **Program Year:** 2009**Agency:**  
Gogebic-Ontonagon CAA  
320 East Aurora Street  
Ironwood, MI 49938-**Contact:**  
Mr. Glen Chlebowski  
(906)932-4200

---

**County:** Grand Traverse**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City, MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Gratiot**Agency:**  
EightCAP Inc  
904 Oak Drive, P. O. Box 368  
Greenville, MI 48838-**Contact:**  
Mr. Lloyd Walker  
(616)754-2660

---

**County:** Hillsdale**Agency:**  
CAA of Jackson, Lenawee, Hillsdale  
P. O. Drawer 1107, 1214 Greenwood  
Jackson, MI 49204-**Contact:**  
Ms Dawn Flynn  
(517)784-4800

---

**County:** Houghton**Agency:**  
Baraga-Houghton-Keweenaw CAA  
926 Dodge Street  
Houghton, MI 49931-**Contact:**  
Mr. Paul Hannula  
(906)482-5528

---

**County:** Huron**Agency:**  
Human Development Commission  
429 Montague Avenue  
Caro, MI 48723-**Contact:**  
Ms. Mary Ann Vandemark  
(989)673-4121

---

**County:** Ingham**Agency:**  
Capital Area Community Services Inc  
101 East Willow Street  
Lansing, MI 48906-**Contact:**  
Mr. Duane Griffus  
(517)393-1780

---

**County:** Ionia**Agency:**  
EightCAP Inc  
904 Oak Drive, P. O. Box 368  
Greenville, MI 48838-**Contact:**  
Mr. Lloyd Walker  
(616)754-2660

---

**County:** Iosco**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Iron

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: MI Program Year: 2009

**Agency:**  
Dickinson-Iron Community Services Agency  
800 Crystal Lake Boulevard  
Iron Mountain , MI 49801-

**Contact:**  
Mr Don Tramontin  
(906)774-2256

---

**County:** Isabella

**Agency:**  
EightCAP Inc  
904 Oak Drive, P. O. Box 368  
Greenville , MI 48838-

**Contact:**  
Mr. Lloyd Walker  
(616)754-2660

---

**County:** Jackson

**Agency:**  
CAA of Jackson, Lenawee, Hillsdale  
P. O. Drawer 1107, 1214 Greenwood  
Jackson , MI 49204-

**Contact:**  
Ms Dawn Flynn  
(517)784-4800

---

**County:** Kalamazoo

**Agency:**  
Kalamazoo County Human Services Department  
P. O. Box 42, 3299 Gull Road  
Nazareth , MI 49074-0042

**Contact:**  
Mr. Thom Knoll  
(269)373-5275

---

**County:** Kalkaska

**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164

**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Kent

**Agency:**  
Area Community Services Employment and Training Council  
144 East Fulton Street  
Grand Rapids , MI 49503-

**Contact:**  
Mr. George Pattok  
(616)336-4056

---

**County:** Keweenaw

**Agency:**  
Baraga-Houghton-Keweenaw CAA  
926 Dodge Street  
Houghton , MI 49931-

**Contact:**  
Mr. Paul Hannula  
(906)482-5528

---

**County:** Lake

**Agency:**  
FiveCAP Inc  
302 North Main Street, P. O. Box 37  
Scottville , MI 49454-

**Contact:**  
Jeffrey Smith  
(616)757-3785

---

**County:** Lapeer

**Agency:**  
Human Development Commission  
429 Montague Avenue  
Caro , MI 48723-

**Contact:**  
Ms. Mary Ann Vandemark  
(989)673-4121

---

**County:** Leelanau

## WAP LOCAL AGENCY LOOKUP REPORT

2:45:02PM

State: MI Program Year: 2009

**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164

**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Lenawee

**Agency:**  
CAA of Jackson, Lenawee, Hillsdale  
P. O. Drawer 1107, 1214 Greenwood  
Jackson , MI 49204-

**Contact:**  
Ms Dawn Flynn  
(517)784-4800

---

**County:** Livingston

**Agency:**  
Oakland Livingston Human services Agency  
P.O. Box 430598, 2nd Floor, 196 East Cesar E. Chevez  
Pontiac , MI 48343-0598

**Contact:**  
Mr. Doug Symons  
(248)209-2760

---

**County:** Luce

**Agency:**  
Chippewa-Luce-Mackinac Community Action and  
P. O. Box 70, 524 Ashmun Street  
Sault Ste Marie , MI 49783-

**Contact:**  
Kevin Riley  
(906)632-3363

---

**County:** Mackinac

**Agency:**  
Chippewa-Luce-Mackinac Community Action and  
P. O. Box 70, 524 Ashmun Street  
Sault Ste Marie , MI 49783-

**Contact:**  
Kevin Riley  
(906)632-3363

---

**County:** Macomb

**Agency:**  
Macomb County Community Services Agency  
VerKuijen Building, Suite 10, 21885 Dunham Road  
Clinton Township , MI 48036-1030

**Contact:**  
Joe Cooke  
(586)469-6329

---

**County:** Manistee

**Agency:**  
FiveCAP Inc  
302 North Main Street, P. O. Box 37  
Scottville , MI 49454-

**Contact:**  
Jeffrey Smith  
(616)757-3785

---

**County:** Marquette

**Agency:**  
Alger-Marquette Community Action Board  
112 West Washington Street  
Marquette , MI 49855-

**Contact:**  
Mr. Joseph Priante  
(906)228-6522

---

**County:** Mason

**Agency:**  
FiveCAP Inc  
302 North Main Street, P. O. Box 37  
Scottville , MI 49454-

**Contact:**  
Jeffrey Smith  
(616)757-3785

---

**County:** Mecosta

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: MI Program Year: 2009

**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare, MI 48617-**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Menominee**Agency:**  
Menominee-Delta-Schoolcraft Community Action Agency and  
507 First Avenue North  
Escanaba, MI 49829-3998**Contact:**  
Mr. Joe Dehlin  
(906)786-7080

---

**County:** Midland**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare, MI 48617-**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Missaukee**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City, MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Monroe**Agency:**  
Monroe County Opportunity Program  
1140 South Telegraph Road  
Monroe, MI 48161-4006**Contact:**  
Ms. Billie Jo Dye  
(734)241-2775

---

**County:** Montcalm**Agency:**  
EightCAP Inc  
904 Oak Drive, P. O. Box 368  
Greenville, MI 48838-**Contact:**  
Mr. Lloyd Walker  
(616)754-2660

---

**County:** Montmorency**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Muskegon**Agency:**  
Muskegon-Oceana Community Action Partnership, Inc  
1170 West Southern  
Muskegon, MI 49441-2241**Contact:**  
Mr. Tom Horan  
(231)725-9499

---

**County:** Newaygo**Agency:**  
FiveCAP Inc  
302 North Main Street, P. O. Box 37  
Scottville, MI 49454-**Contact:**  
Jeffrey Smith  
(616)757-3785

---

**County:** Oakland

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: MI Program Year: 2009

**Agency:**  
Oakland Livingston Human services Agency  
P.O. Box 430598, 2nd Floor, 196 East Cesar E. Chevez  
Pontiac, MI 48343-0598

**Contact:**  
Mr. Doug Symons  
(248)209-2760

---

**County:** Oceana

**Agency:**  
Muskegon-Oceana Community Action Partnership, Inc  
1170 West Southern  
Muskegon, MI 49441-2241

**Contact:**  
Mr. Tom Horan  
(231)725-9499

---

**County:** Ogemaw

**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-

**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Ontonagon

**Agency:**  
Gogebic-Ontonagon CAA  
320 East Aurora Street  
Ironwood, MI 49938-

**Contact:**  
Mr. Glen Chlebowski  
(906)932-4200

---

**County:** Osceola

**Agency:**  
Mid Michigan CAA Inc  
1141 North McEwan  
Clare, MI 48617-

**Contact:**  
Mr. David Peters  
(989)386-3805

---

**County:** Oscoda

**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-

**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Otsego

**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-

**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Ottawa

**Agency:**  
Ottawa County CAA  
12251 James Street, Suite 300  
Holland, MI 49424-9661

**Contact:**  
Mr. Mark Kornelis  
(616)393-5603

---

**County:** Presque Isle

**Agency:**  
Northeast Michigan Community Service Agency  
2373 Gordon Road  
Alpena, MI 49707-

**Contact:**  
Mr. Robert Cain  
(989)471-5110

---

**County:** Roscommon

U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT

State: MI Program Year: 2009

**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City , MI 49686-9164

**Contact:**  
Mr Gary E Yankee  
(231)947-3780

---

**County:** Saginaw

**Agency:**  
Saginaw County Community Action Committee  
2824 Perkins  
Saginaw , MI 48601-

**Contact:**  
Omowale Smith  
(989)753-7741

---

**County:** Saint Clair

**Agency:**  
Economic Opportunity Committee of St Clair Inc  
302 Michigan St.  
Port Huron , MI 48060-

**Contact:**  
Ms Darlene Kramp  
(810)455-6418

---

**County:** Saint Joseph

**Agency:**  
Community Action Agency of South Central Michigan  
PO Box 1026, 175 Main Street  
Battle Creek , MI 49016-

**Contact:**  
Sara Wallace  
(269)965-7766

---

**County:** Schoolcraft

**Agency:**  
Menominee-Delta-Schoolcraft Community Action Agency and  
507 First Avenue North  
Escanaba , MI 49829-3998

**Contact:**  
Mr. Joe Dehlin  
(906)786-7080

---

**County:** Shiawassee

**Agency:**  
Capital Area Community Services Inc  
101 East Willow Street  
Lansing , MI 48906-

**Contact:**  
Mr. Duane Griffus  
(517)393-1780

---

**County:** Tuscola

**Agency:**  
Human Development Commission  
429 Montague Avenue  
Caro , MI 48723-

**Contact:**  
Ms. Mary Ann Vandemark  
(989)673-4121

---

**County:** Van Buren

**Agency:**  
Southwest Michigan CAA  
185 East Main Street, Suite 200  
Benton Harbor , MI 49022-

**Contact:**  
Ms Sandy Klank  
(269)925-9077

---

**County:** Washtenaw

**Agency:**  
Washtenaw County Human Services  
301 W. Michigan Ave. Suite 400  
Ypsilanti , MI 48197-0915

**Contact:**  
Mr. Aaron Kraft  
(734)544-2947

---

**County:** Wayne



U.S. Department of Energy  
WAP LOCAL AGENCY LOOKUP REPORT**State:** MI      **Program Year:** 2009**Agency:**  
City of Detroit  
5031 Grandy Street  
Detroit, MI 48211-**Contact:**  
Mr. William Warren  
(313)852-5609Downriver Community Conference  
15100 Northline Road  
Southgate, MI 48195-Ms Paula Anderson  
(734)362-7070Wayne County  
33030 Van Board Road  
Wayne, MI 48184-Ms Mary Wilson  
(734)727-7299Wayne Metropolitan Community Action Agency  
3715 West Jefferson Avenue  
Ecorse, MI 48229-Bill Carlson  
(313)843-2550

---

**County:** Wexford**Agency:**  
Northwest Michigan Human Services Agency  
3963 Three Mile Road  
Traverse City, MI 49686-9164**Contact:**  
Mr Gary E Yankee  
(231)947-3780

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET**

Grant Number: EE00098, State: MI, Program Year: 2009

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program  
Application Package.

**III.1 Eligible Population**

**III.1.1 General Description**

**Definition of income used to determine eligibility:**

Michigan will use 200 percent of poverty income level or 60 percent of state median income, whichever is higher, in determining eligibility under section 440.22(a). Michigan will also use a look-back period of 3 months to determine income eligibility. This is a change to the previous 12 month look back period.

**Procedures to determine that units weatherized have eligibility documentation:**

No dwelling unit, with the exception noted below, may be weatherized without documentation that the dwelling unit is an eligible unit. A standard weatherization application is used by local weatherization operators (LWOs.) This application requires that all household income be calculated, per DOE requirements. It also requires that income and home ownership is verified by LWO staff. LWOs are required to maintain records that include documentation of client eligibility. EXCEPTION: An application and eligibility determination are not required for shelters, including emergency homeless shelters and migrant housing units, which share some characteristics of rental units but may lack the traditional landlord-tenant lease relationship, where it can be assumed that occupants are low-income.

The LWOs maintain records of previously weatherized dwelling units by address. The address is checked prior to scheduling a household for service to see whether that the house has been previously weatherized. If the house has been previously weatherized before 9/30/1993 with DOE funds then it is eligible for reweatherization, as defined 10 CFR 440.18. This policy is clarified in item 605 of the CSPM and the house will not be weatherized unless the DOE regulations revise the reweatherization date. If the house is eligible for reweatherization, the subgrantee makes a determination whether or not to reweatherize the house based on a number of factors including the energy usage of the house as well as the number of other households currently on the waiting list.

**Definition of children:** Below age 19

**Recommend tribal organization(s) be treated as local applicant?** Yes

**If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:**

LWOs will be required to designate a Native American service priority target. The statewide service level to Native Americans is projected at 2 percent of the total units to be served. Michigan is not recommending any tribal organization be treated as a local applicant eligible to submit an application pursuant to 440.13(b).

**III.1.2 Selection of Areas to Be Served**

All 83 counties are served; the state contracts with primarily Community Action Agencies (CAAs) to provide services throughout the state. Each CAA or local subgrantee serves one or more counties (except Dept of Human Services which serves the city of Detroit only, and the four Wayne County operators which serve portions of out-Wayne County). Services are based largely on CAAs historical geographical boundaries and past performance. This enables the CAAs to use their existing outreach structure to inform low-income persons about the program and to take applications. Each State of Michigan local weatherization subgrantee is a CAA or other public or nonprofit entity.

**III.1.3 Priorities**

In accordance with section 440.14(2)(ii-iii) DHS has established a statewide goal of 20 percent elderly and 15 percent for persons with disabilities. Each LWO sets an annual goal. LWOs must have an exception (including rationale) approved by DHS to set goals below the statewide goals. Both the statewide and the agencies' goals are monitored.

The state appropriation budget for the DHS weatherization program requires 25% of households weatherized be households of families receiving family independence program, state disability assistance, or supplemental security

**U.S. Department of Energy**  
**STATE PLAN/MASTER FILE WORKSHEET (continued)**

Grant Number: EE00098, State: MI, Program Year: 2009

income.

In PY06, Michigan added the terms "high residential energy user" and "household with a high energy burden" as two additional priority categories agencies can use at their discretion. These are not mandatory and may be used in lieu of, or in any combination with, the existing priority categories. In PY09, DHS will work with each LWO to develop the definition of these two priority categories to be applied statewide. Incorporating these definitions into each LWO priority policy will be optional for PY09 and mandatory for PY10. DHS will work with WxTRAC to develop any necessary training needs associated with it. The units that meet this definition will be identified in the approved field audit data document and be reported in the agency monthly reporting process.

### III.2 Climatic Conditions

Michigan has large seasonal temperature changes and a significant north-south temperature variance. The number of Heating Degree Days (for a 30 year time span) for each LWO is listed in table 1. The percentage of heating degree days is factored into the funding allocation formula. Data used to compute the days for each LWO is listed in Table 2. The heating degree days percentage was obtained from the Michigan weatherization service data. **Tables 1& 2 have been scanned and are attachments to this plan document.**

The NEAT program is adjusted by area of the state for the heating degree days. When a NEAT audit is completed in the upper peninsula, it may call for more insulation than a NEAT audit completed in the southernmost part of the state.

### III.3 Weatherization Work

#### III.3.1 Type of Work to Be Done

The weatherization measures most commonly installed in eligible units are health and safety measures, major bypasses, duct sealing, repair, replacement and insulation, and attic and wall insulation. Michigan has also added cost-effective electric baseload measures including refrigerator replacement, compact fluorescent (CFL) light bulbs. Domestic hot water heaters are an electric baseload measure being replaced under Health & Safety only on owner occupied units and as defined in the table below.

Table 8- Health & Safety Hazards Related to Water Heaters

#### Requires Water Heater Replacement:

- Excessive tank corrosion has caused irreparable water leaks. Prolonged water leaks have caused floor damage that requires repair.
- Missing parts are no longer available. For example, an original equipment replacement cannot be located for a draft hood and the carbon monoxide level cannot be adjusted to acceptable levels with a generic draft hood.
- Water heater is full of corrosion and sediment that cannot be flushed. As a result, the water heater cannot provide an adequate amount of hot water for the household. Upon inspection, the sacrificial anode has corroded away.
- When venting into approved chimney cannot emit gases safely from dwelling area.

#### Does Not Require Water Heater Replacement

Carbon monoxide readings exceed the threshold because:

- Combustion byproducts are not venting to the outside properly. Blocked chimneys, vents terminating inside the living space, and back-drafting can be identified and remedied without having to replace the existing water heater. The flame is being impinged. the baffle or other parts may have been knocked out of position. these can be adjusted so that the flame is no longer impinged.
- The water heater has the wrong burner nozzle for the fuel type. The nozzle can be replaced with one appropriate for the current fuel type.
- Combustion air and gas pressure settings are out of adjustment. Air and pressure settings are out of adjustment. Air and pressure can be adjusted to reduce carbon monoxide to acceptable levels.
- Atmospherically vented natural gas, propane, or oil water heater is located in a bedroom, which violates the building

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

code. If the water heater location prohibits the ability to weatherize a dwelling, the crew or contractor could move the existing water heater for a fairly modest cost.

#### III.3.2 Energy Audit Procedures

Michigan has implemented a policy per the DHS Technical Weatherization Policy Manual (TWP), Section 2200-Inspection/Testing/Energy Audit Requirements and Weatherization Field Manual II.IA, II.I.B.1 and II.B.2. whereby all LVOs will be using the National Energy Audit Tool (NEAT) software package (Version 7.4.3 or newer) on non-standard homes, or the NEAT-generated priority list which was approved by DOE on March 4, 2003 for the weatherization of the primary "typical home" of one to four unit dwellings.

In PY09, Michigan will implement a weatherization measures with a computed savings to investment ratio (SIR) of 1.0 or greater established by a NEAT audit. Measures shall be addressed in descending order (from the highest SIR down to a minimum SIR of 1.0).

In PY09, Michigan shall submit a NEAT generated priority list to DOE (Alex Moore) for approval of the primary "typical home" of one to four unit dwellings. DHS staff will work with designated agencies to conduct independent audits. Designated agencies will represent the diverse geographic locations, climatic conditions, and energy types/cost factors. The objective is to determine synchronization of measures to incorporate into the Priorities Audit. The results of these audits will be submitted to DOE. If results do produce different/additional measures, the state will update its current inspector training curriculum to incorporate these. The current approved priorities, as listed in the TWP, Section 2206, will continue to be implemented and enforced until the approved, updated audit is received from DOE.

In PY07, Michigan submitted a manufactured homes priority list to DOE (Alex Moore) for approval. The list was approved November, 2007. The approved Mobile Home Measures Priority List is as follows:

1. Health & Safety measures (includes, but is not limited to smoke detector installation, clothes dryer venting and inoperative heating system replacement)
  2. Air sealing (including Duct Sealing)
  3. Ceiling/roof insulation (if existing R value is less than 11)
  4. Mandatory door-storm door replacement for non repairable units
  5. Wall insulation (if space exists and existing R value is less than 9)
  6. Belly/floor insulation (if existing R value is less than 19)
  7. Storm windows (inside or outside)
  8. Heating system tune-up (replacement if SSE is less than 70%)
  9. Setback (clock) thermostat.
  10. Compact fluorescent light bulb replacement
  11. Refrigerator replacement when SIR for measure is 1.5 or greater
  12. Domestic Hot Water tank insulation (includes insulating supply line)
- Measures 9, 10 & 11 are included as base load reduction measures.

Hands-on classroom training on the new priorities (wall and attic insulation) installation procedures was conducted at the Mid-Michigan CAA main office. Eight one-day classes were presented to certified inspectors, crews, contractors and agency technical/administrative/support staff. Additional classroom training was conducted at MCAAA quarterly session in Grand Rapids, Michigan.

Training on all priorities will be instructed in both the classroom and on-site. Classroom training will be conducted at the Lansing training center, and at MCAAA meetings. On-site classroom and hands-on training will be conducted on an as-needed basis, regionally throughout PY09.

During 09, Michigan will continue to assess the encapsulated roof insulation measure to determine the feasibility and effectiveness of the measure.

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

Multi-family buildings (with 5 or more units) may use any DOE approved audit for multifamily dwellings.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	Either NEAT-generated Priority List last approved 3-4-2003 or NEAT software on non-standard homes
Multi-family	Any DOE approved multi-family audit
Mobile Home	Manufactured Homes priority list approved by DOE in 2007

III.3.3 Final Inspection

A complete pre-inspection and post-inspection are required for each home weatherized. Inspections shall include energy audit reviews as well as required testing. Postinspection approval is mandatory for a home to be considered a completion. No dwelling unit may be reported to DOE as completed until all weatherization material is installed and a final inspection is performed. Policies and specifications are provided to each LWO through the **Technical Weatherization Policy (TWP) manual and the Weatherization Field Manual** and are covered during pre/post-inspector training. Weatherization technical monitoring is done a minimum of once a year. This monitoring includes review of selected houses to determine compliance with file documentation, work standard and quality standards. **Pre and Post inspections shall include Indoor Air Quality (IAQ) inspections.** IAQ inspection requirements include completion of DHS forms 552 and 552A.

Attendance and completion of the DHS IAQ training is required by all DHS certified weatherization inspectors, contractors and crew members. IAQ training is provided, at a minimum, quarterly, by DHS staff at the Lansing training center or at MCAAA meetings.

Blower door testing of all homes shall be conducted at both the pre and post-inspection of the home by a DHS certified weatherization inspector or crewperson/contractor who has successfully completed a Blower door manufacturer's training. Certification of the completion of this training is required. The blower door test will be considered invalid without proof of DHS or Manufacturer's certification of training. Note: DHS-certified inspector information is kept up to date at the Bureau of Community Action and Economic Opportunity. No other documentation is necessary for DHS-inspector certification status.

III.3.4 Assessment of Effectiveness

Compliance with Davis-Bacon/Prevailing Wage:

Procurement procedures for contractors selected to perform ARRA-funded work must be in compliance with DOE Financial Assistance Rules, 10 CFR 600 and prevailing wage and Davis-Bacon requirements as directed by DOE and DOL. Language was added to all DOE ARRA agreements indicating this requirement.

We are including with this state plan a proposed WAP Contractor Solicitation/Bid procedure for DOE review and approval.

Recordkeeping:

State staff have already generated separate cost categories for the DOE PY09 and the DOE ARRA funding. Reports for each will be separate and identified accordingly. Since DOE distributed the Gil Sperling memo indicating production expenditures cannot be made using ARRA funding, until the DOE ARRA state plan is approved, we have distributed the DOE PY09 supplemental funding to the network to ensure continued PY09 production. The

U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

state and LWOs will be using ARRA funding for all non-production ramp-up activities. At the time the ARRA state plan is approved, the intent is to instruct agencies to charge all production and appropriate administrative, T/TA and support costs to the ARRA contracts to ensure these funds are spent first.

AARA reporting requirements are being reviewed by staff and procedures are being put into place to ensure the ARRA reporting standards are met. We have included in our DOE ARRA plan funding for a web-based reporting system that we believe will help ensure the most accurate unit production reporting, as well as providing the financial tracking necessary. This system will also provide the state with program specific information that can be used to educate various entities about the results of the Michigan weatherization program.

Michigan has determined that to meet the monitoring, training and reporting required with the ARRA funding, a substantial increase to the state staff is necessary. Currently, the Michigan Weatherization Assistance Program (WAP) staff consists of a program specialist, a technical unit supervisor, and three technical monitors. This staff is 100% DOE funded. We also have 4 grant managers, 2 program monitors and 1 fiscal monitor staff that are funded at 30% from DOE. This ARRA state plan includes the addition of several limited term appointments. These include a WAP division program manager, a Technical Unit supervisor, a division secretary, 10 technical monitors and 3 program monitors. We plan to locate the additional technical monitor staff in regional offices around the state. Two of the program/fiscal monitors will be housed in the Wayne County area. Wayne County will receive 26% of the funding distributed to local agencies initially, so we feel it is critical to dedicate these monitors to this area. We will also schedule a full time technical weatherization monitor in this region.

Bureau staff is currently reviewing the Local Weatherization Operator DOE ARRA plans, and all of them include staffing and contractor increases to achieve the ARRA production standards, as well as retain and create jobs. In Michigan, the majority of the LWOs use contractors to install the weatherization measures. All of these agencies have been working on adding contractors to the program. In agencies that use crews, the plans have included additional staffing.

State staff has also been working with the Michigan Community Action Agency Association (MCAAA) to collect the incoming calls regarding interest in the program, interested vendors, interested inspector candidates, and local community college representatives interested in delivering program training. MCAAA has agreed to be the point of contact for these calls and has provided the necessary information to all inquiries.

State staff has had several discussions with agency staff and association staff regarding whether or not the network can ramp up sufficiently to meet all the challenges presented with the significant ARRA funding. We included as part of each agency's WAP plan, a statement of commitment that clearly indicates the level of funding and production each agency will agree to. To date, all agencies have committed to the funding and production levels included in the DOE ARRA LWO allocation chart. Michigan's projected ARRA production is 28,000 units.

DHS expects all LWOs to achieve 100% of their planned operational goals for fiscal expenditure, unit production and client priorities. Production and spending status reports will be prepared and distributed to all LWOs and the PAC each quarter. It is also expected that each LWO will demonstrate adequate financial management controls to assure the accountability of its program effort. DHS will continue to assess the level of such management controls via staff visits, reports and the audit process and will provide T/TA as needed.

\$30 million in ARRA funding has been set aside to ensure each county of the state is serviced adequately. In situations where the local weatherization operator demonstrates the inability to meet production, this funding will be distributed to neighboring network agencies that indicate the capacity to provide services in these additional service areas. In situations where a network agency cannot perform this production, the funding will be distributed to supplemental agencies. Supplemental agencies will be selected via the state RFQ process. A

## **U.S. Department of Energy**

### **STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00098, State: MI, Program Year: 2009**

Request for Qualifications will be posted on the state website. The determination of additional entities will be based on the state's RFQ process and include a committee to review proposals, proposal scoring, etc. A list of all entities awarded this opportunity will be published on the state DHS website in the program information section.

#### **Michigan PAC:**

The Michigan PAC will meet quarterly to develop and then assess completion of program goals. Reports of these meetings will be distributed to the LWO network. The PAC will also review program progress each quarter.

#### **Technical Monitoring & T/TA:**

As part of the technical monitoring, each agency will be assessed for production goal completion and spending. Agencies experiencing problems in these areas will be more closely monitored. The program specialist and technical unit supervisor will be responsible for meeting with agencies identified as having potential risk factors, developing an improvement plan, and assisting in facilitating any necessary training, and/or agency staff mentoring/partnering appropriate. This plan may include identification of an area, or areas in the providers service territory that will need to be serviced by a different entity to successfully achieve program goals. Area providers within the current network will be surveyed to see if any of the existing entities can provide assistance to the area(s) and if this is not possible, new entities will be sought.

#### **Program complaints:**

Program complaints will be tracked and monitored by agency, and reviewed as necessary during monitoring visits.

#### **T/TA:**

Each training event will include a training evaluation, and these will be shared with the WxTRAC at meetings following these events. Quarterly training sessions will be reviewed at one WxTRAC meeting each quarter and suggestions around improvements will be shared for comment with the network.

#### **Fiscal monitoring:**

Since the Wayne County area is the largest provider area of the Michigan program, two fiscal monitors will be stationed in that area to be available for monitoring and training visits to the four agencies servicing Wayne County. These additional staff will be available throughout the ARRA funding period.

#### **Program evaluation:**

ARRA funding is also set aside for a statewide program evaluation to be conducted. Results of this evaluation will be shared with the entire LWO network.

If DHS determines that the LWO's administrative and/or financial organization is consistently out of compliance with program requirements and/or the LWO is not improving at an agreed upon plan, the LWO's grant may be terminated in accordance with 10 CFR 440.15(3)(e).

In order to ensure that there are not extended periods without service to any area, DHS may appoint an interim provider until such time that the public process for identification of a permanent provider can be accomplished. 10 CFR 400.15 will be followed in selecting a permanent replacement provider.

Deficiencies found during (compliance and technical monitoring) visits are considered as future training topics.

During PY09, DHS will work with LWOs and utilities to facilitate a dialogue between the entities to work toward the collection of accurate utility usage data on the Michigan homes weatherized. These discussions have begun, and through continued work, DHS, with the assistance and cooperation of the various utilities, will ensure that data necessary to accurately assess the reduction in utility usage, as it relates to weatherization activities, becomes a reality in Michigan.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

#### III.4 Health and Safety

Weatherization funds may be used only for the elimination of energy-related health and safety hazards that are necessary before or because of the installation of weatherization materials. To ensure that program services concentrate on energy efficiency measures and that program funds comply with cost limitations, DHS has a maximum average that LWOs may spend in health and safety-related repairs per dwelling unit.

The costs associated with the necessary elimination of such hazardous conditions shall not be included in the maximum average per dwelling unit cost limitation. Health and safety hazards not to be abated under Michigan's Weatherization Program include hazards presented by asbestos, radon, lead, or toxic chemicals.

#### GRANTEE, CREW, CONTRACTOR, AND CLIENT HEALTH AND SAFETY:

The health and safety of clients, local weatherization operator staffs, and contractors are of primary concern. It is important that all personnel maintain a high level of awareness concerning the potential hazards associated with the weatherization process. Weatherization program staff who go to clients' homes as part of their work responsibilities will receive necessary training on health and safety issues that may affect them and clients. Weatherization program staff will have equipment, such as personal carbon monoxide detectors, that protect them from health and safety hazards and equipment necessary to test clients' homes for health and safety hazards. The costs of such training and equipment will be charged to state administrative and/or training and technical assistance cost categories.

#### Grantee and Subgrantee Employee/Crew/Contractor Health & Safety

State staff and LWOs must comply with Occupational Health and Safety Administration (OSHA) requirements in all weatherization activities. Allowable costs for LWOs to comply with OSHA requirements may be charged as health and safety, tools and equipment, incidental repairs, etc. To assure that the cost category selected is charged consistently throughout the State, DHS has prepared a Community Services Policy Manual update regarding the appropriate charges. Crews and contractors will utilize personal safety equipment when necessary and receive training on the use of material safety data sheets, first aid techniques, and related safety equipment like ladders, respirator protection, and personal equipment.

#### Client Health & Safety

Weatherization activities can affect how a home works. As building tightness increases and the infiltration rate decreases, air quality problems can become an unintentional consequence. Low concentrations of pollutants or water vapor may become higher, potentially dangerous concentrations. Combustion and venting characteristics of combustion appliances may be affected, causing the release of unhealthy combustion by-products into the living space. It is crucial that the agency inspector be aware of the interactions between building tightness and potential indoor air quality problems. Ductwork leakage will play a role in this whole formula. An important part of the initial inspection of the home must be a thorough evaluation of potential indoor air quality problems, including blower door testing.

Each home weatherized by an LWO must be assessed to detect the existence of potential hazards to workers or clients. A health and safety evaluation is required on each home prior to any work being started. The health and safety budget category can be charged to complete the evaluation and costs associated with eliminating energy related health and safety hazards prior to installation of weatherization materials will be paid for with DOE or LIHEAP funds. Serious health and safety hazards must be mitigated prior to starting weatherization activities. Consideration must be given to the health concerns of each occupant, the condition of the dwelling, and the possible effect any work performed will have on the health or medical condition of the occupants. When an occupant's health is fragile or the work activities might cause a health hazard, the occupants at risk will be required to leave the home during the work activities. If unsafe conditions exist that would endanger the health and safety of the clients or weatherization workers, and those conditions can not be corrected, no weatherization work shall be started on that home. Work done on homes will be done in a manner that will not subject workers or clients to health and safety risks. The Michigan Weatherization Field Manual, which is provided to all Local Weatherization Operators, describes detailed procedures that will be followed in conducting health and safety inspections and testing.



**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00098, State: MI, Program Year: 2009**

The preinspection must include a health and safety inspection and discussion with the client relative to Chapter II section III and IV of the weatherization field manual on the following: blower door testing, inspection of all combustion appliances for safety factors including furnace testing for safe operation, carbon monoxide (CO) testing of all combustion appliances, evaluation of lead paint, evaluation of the venting system including back-draft testing of all vented appliances, evaluation of the duct system, evaluation of existing and potential moisture problems, review for existence of hazardous substances (asbestos, lead paint, volatile organic compounds), the need for smoke detectors, clothes dryer venting, structural safety, means of egress, electrical hazards, fire hazard, and finally a client interview.

Per CSPM Item 609, subgrantees are required to have a written walk away policy which is in the best interest for its service area. The policy may include language regarding sanitary conditions, structural condition, safety due to animals, benefits to the landlord versus the client, and other areas deemed necessary. The subgrantee's governing board is required to approve the written walk away policy.

Unsafe conditions (e.g. gas leaks, electrical and structural problems) determined during the course of weatherization shall be documented and written notice shall be provided to the client, landlord, and/or his/her agent. In cases where a third party is involved (e.g. utility had work done which resulted in an unsafe condition), the third party shall also be provided a copy of the written notice. Homes whose structural integrity is in question should be referred to a housing rehabilitation program if possible. Incidental repairs necessary for the effective performance or preservation of weatherization materials are allowed.

To ensure the weatherization work that has been completed does not create potential problems, each post-inspection must include a blower door test, inspection of combustion appliances, furnace testing, CO testing, evaluation of moisture conditions in the home and attic, and an evaluation of the venting system of all combustion appliances, and a review of all weatherization work completed with respect to health and safety. Any problems must be corrected prior to submitting the unit as a completion.

**POTENTIAL HAZARD CONSIDERATION:**

**Existing Occupant Health Problems**

Before beginning work on a home, LWOs shall take into consideration the health concerns of each occupant, condition of dwelling, and possible effects the work performed will have on the health or medical condition of the occupants. LWOs should establish procedures to identify preexisting health conditions and address problems as they occur.

**Indoor Air Quality:**

Pre-inspection procedures shall include a visual review and discussion with the client relative to potential indoor air quality (IAQ) problems such as combustion by-products/ carbon monoxide, moisture / biologicals, flaking lead-based paint and friable asbestos.

If IAQ problems are found, the client shall be advised and written notification shall be provided to the client, landlord, owner, and/or his/her agent. A copy of the written notice shall be maintained in the client file.

Where possible, "incidental repairs" or "health and safety" measures may be completed to correct IAQ problems in order to allow weatherization work to take place (e.g. installation of an exhaust fan to eliminate a moisture problem so that air-sealing can be completed). Client education shall be provided where appropriate.

If IAQ problems cannot be corrected, the agency shall make a determination as to whether the house shall be weatherized and, if so, whether air sealing would take place.

In addition to asbestos, carbon monoxide, and lead which are addressed in this section, other IAQ concerns include:

Biologicals: Molds, mildews, and spores, primarily caused by excessive moisture levels in a home. These substances can

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

be a significant contributing factor in a number of health problems. Excessive moisture in a home provides an environment that allows mold and mildews to flourish. Homes with serious moisture problems should not be tightened until measures are taken to mitigate the moisture sources.

**CSPM Item 617** includes updates on mold protocol including sample mold notification/disclaimer notice and resource information agencies can order.

**Volatile Organic Compounds (VOC):** Cleaning fluids, paints, solvents, herbicides, pesticides, and formaldehyde. VOCs are frequently stored under sinks, in closets, and basements. Recommend moving potentially dangerous material outside of living space into sheds or garages. Remedying VOC problems is not a weatherization responsibility. As part of the health and safety inspection, the presence of new carpet, plywood, and other materials that emit VOCs should be taken into consideration when determining air tightness limits of dwellings and whether installing ventilation may be needed.

**Fiberglass:** Fibrous glass insulation material known to be an irritant to lungs, eyes, and skin. Workers are advised to wear properly rated respirators and protective clothing when working with or around fiberglass.

**Raw Sewage/Methane gas:** Workers must take precautions to avoid direct contact with raw sewage or other unsanitary conditions. Clients must be informed of existing conditions and referred to available resources for assistance.

#### Combustion appliances and Combustion Gases

The Weatherization Field Manual states that the following guidelines for tune-ups and repairs to the various components to the heating system shall be completed as needed/authorized:

##### Venting System-

a. Repair or replace sections of the venting system, that are seriously corroded or rusted, are clogged or blocked, contain cracks or holes, and/or are unsealed, loose, or disconnected in accordance with the applicable NFPA code. Clean solid fuel chimneys that contain creosote.

b. Perform a draft test on all vented combustion-type appliances and correct any draft and venting problems in accordance with the applicable NFPA code.

c. Ensure all venting materials meet clearances from combustible materials in accordance with the applicable NFPA code. When called for, correct cases where vent clearance requirements are not met. When insufficient vent clearance problems cannot be corrected, written notice shall be provided.

The **Technical Weatherization Policy Manual, Section 3202** and WFM includes specific guidelines on venting/maximum distance for clothes dryers in II.I.C.13 and tune-up and repair, venting system and clearances for furnace/boiler/space heaters in II.I.E.4.

The program's health and safety inspection protocol requires that all combustion appliances (including furnaces, boilers, space heaters, water heaters, and cook stoves) be tested for carbon monoxide both prior to the start of any weatherization work and again after the work is completed. Carbon monoxide problems must be corrected before any work is started on dwellings. Furnace heat exchangers are inspected for cracks and leakage. Gas piping on all combustion appliance is checked for leaks. Gas and electric clothes dryers are checked to ensure they are vented to the outside.

**Unvented combustion appliances must be replaced with properly vented units before weatherization work can begin.**

Program funds may be used to repair or replace unsafe heating systems, space heaters, and water heaters in homeowner units. Program funds may only be used for tune-up/repair of inefficient heating systems in rental units. State LIHEAP crisis assistance program funds may also be used to replace unsafe heating systems. Unvented heating units

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

must be replaced with properly vented units before weatherization work can begin. Program funds can be used to repair gas leaks. In the case of rental units, landlords are required to repair or replace unsafe combustion appliances. No weatherization work will be done until the unsafe appliances has been repaired/replaced. Carbon monoxide alarms may be installed whenever a local agency must defer work on a dwelling that contains an unsafe combustion appliance, when a combustion appliance is putting off carbon monoxide at an unacceptable level and can't be immediately remedied, if an appliance has minimal draft and/or spillage and no carbon monoxide is being produced, and when a dwelling contains a fireplace or wood burning stove that draws combustion air from inside the dwelling. Program funds may be used to purchase and install carbon monoxide alarms. Extensive training is provided to local agencies on health and safety issues and health and safety inspection procedures.

#### Asbestos

Asbestos abatement is not an allowable activity under the Weatherization Assistance Program.

Known asbestos containing building components shall not be handled during the course of weatherization work in a way which would cause the transmission of asbestos dust into the air. This means there shall be no mechanical operations, such as sawing, drilling, or sanding of asbestos products which could create a potentially hazardous exposure to airborne asbestos particles.

Asbestos was commonly used as a duct and pipe insulation. Furnace work or other weatherization-related work should in no way disturb existing asbestos insulation. If work can be completed without touching the asbestos, it is allowed. If it is necessary to disturb the asbestos in order to do the work, it must first be abated by a licensed "asbestos abatement" contractor. The only option is to delete the part of the work which could disturb the asbestos. Proper documentation is required.

Friable asbestos is any asbestos containing product which can be crumbled, pulverized, or reduced to powder by hand pressure. Any such products can only be worked on by state licensed "asbestos abatement" contractors. Friable asbestos should not be touched. If friable asbestos is found in the home, written notification shall be provided to the client/owner. A copy of the written notification shall be maintained in the client file.

Weatherization work is not required in areas where asbestos may be disturbed. If a weatherization measure is deleted due to the presence of asbestos, proper documentation shall be provided on the Building Check and Job Order Sheet. This decision would normally be made by the preinspector. If the contractor or crew determine the presence of asbestos which would affect their ability to complete a prescribed weatherization measure in a safe manner without creating/disturbing asbestos dust, the contractor/crewperson shall notify the LWO and the measure shall be deleted.

#### Radon

The Michigan Weatherization program does not specify requirements beyond what the State of Michigan requires.

#### Lead Paint Hazard Control:

Lead Safe Weatherization will occur when:

1. The dwelling was constructed pre-1978, and
2. The dwelling has not been determined to be lead-based paint free, and
3. Either, the amount of disturbed lead-based painted surface exceeds two square feet of exterior surface, or 10% of a small component type, e.g. window; or the amount of lead-based paint dust that will be generated by the Weatherization work exceeds the OSHA-defined airborne levels for lead.

Michigan will provide lead paint safe work (LSW) practices training on a monthly basis. All agency crews and contractors are required to complete this training or an equivalent training session within 120 days of the date they are hired or contracted with. Those attending this training will be authorized to inspect, supervise, and/or work on the homes as specified in the Michigan weatherization program. Those individuals who have not

**U.S. Department of Energy**

**STATE PLAN/MASTER FILE WORKSHEET (continued)**

**Grant Number: EE00098, State: MI, Program Year: 2009**

attended and successfully completed, one of these trainings will not be permitted to inspect, supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff persons who have attended the required training.

Michigan shall implement the U.S. Department of Energy's 2008 Lead-Safe Weatherization Minimum Standards Training, as developed by Montana State University distribution date December 2008.

The LWO shall implement the "Lead;Renovation; Repair and Painting Program (LRRPP) EPA Final Rule minimum standards in all pre-1978 site built homes which contain painted surfaces and have not passed clearance testing to meet Housing and Urban Development (HUD) or EPA lead dust standards. Testing with an XRF device or purchasing same is not an allowed cost.

Contractors/crews shall verify compliance with all LRRPP requirements during all worksite activities which include impacting painted surfaces. Clean-up will be undertaken to eliminate any "lead paint" dust, and proper disposal of same.

Contractors and crews shall take all available precautions to eliminate or minimize any hazards to themselves and their co-workers. Identification and isolation of the work areas shall be diligently enforced to protect the occupants and any persons in the immediate area.

The LWO shall include in the sub-contract language the requirement to inspect and identify any questionable work vehicles and equipment which could be a source of "lead paint" hazards. State monitoring shall include a physical assessment of an active worksite which includes not only the weatherization project, but the tools, vehicles and protective garments.

Failure to comply with all LSW work practices may result in any or all of the following:

Disallowed costs where LSW work practices have been cited, and failing to cease said questionable work practices.

Contractor/crew would be subject to all penalties and fines resulting from inappropriate LSW work practices. Suspension of future work orders, if cited conducting inappropriate LSW work practices.

All providers are required to provide a copy of "Renovate Right. Important Lead Hazard Information for Families, Child Care Providers and Schools " at least seven (7) days prior to the start of weatherization work in any pre-1978 housing unit where more than two square feet of painted surface may be disturbed. Confirmation of receipt of this pamphlet by the client must be maintained in the job file.

Lead paint removal is not an allowable activity under the Weatherization Assistance Program. To minimize risks to clients and weatherization personnel:

All weatherization contractors, crew persons, and pre/post inspectors are to be trained and certified in "Lead Safe Work Practices".

Do not disturb lead based paint particularly in homes with small children. Staff and contractors should assume that any paint on windows and doors contains lead, unless it has been verified otherwise.

If paint chips/dust results from weatherization work, the area should be vacuumed and/or wiped clean using a detergent and water. The cost of this clean up is an allowed Health and Safety expense. Lead-Safe cleanup and Debris Disposal checklists are included in the required LSW training. Water used for cleanup should be kept to a minimum. If lead-safe weatherization has been practiced, there should be very little waste water. Rags and towels should never be rinsed and reused. Any waste water generated should be filtered and dumped in a toilet. Wastewater should never be dumped down a sink, storm drain, on the ground, or in the shower or bath tub. LWO crews/contractors should be aware of state and

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

local regulations regarding wastewater disposal.

Provide clients and workers with information regarding the dangers of lead poisoning. A notice of Potentially Unsafe Condition should be provided if client safety concerns exist.

In dwellings where there appears or is known to be a danger of lead based paint contamination, as many measures will be completed as possible to ensure energy savings without disturbing the existing paint in the dwelling. If DOE funds or lead paint safe work practices training are insufficient to do the tasks in a lead paint safe work manner, those measures will not be done and if not enough measures can be done to ensure energy savings the "walk away" policy will be invoked.

All local agencies are required to obtain sufficient general liability insurance for DOE funded activities. Most, if not all, regular liability insurance policies do not provide coverage for many health and safety measures such as lead, and other pollution occurrence items. Local agencies must review their existing policies to ensure that measures are covered and, if not, secure adequate coverage. Local agencies that employ contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured as well, including pollution occurrence coverage. **Beginning in PY09, DOE no longer requires Pollution Occurrence Insurance (POI) but still strongly recommends POI. The costs of POI can be charged to the grant as part of the liability insurance. If a state or local agency chooses to NOT hold POI coverage and damage occurs because of not following all aspects of Lead Safe Weatherization or there is a disturbance to any other environmental pollutants, the cost to do remediation, clean up, relocation, medical expenses or any other resulting costs may not be charged to the DOE contract and must be covered by another funding mechanism.**

#### Electrical Issues

To minimize risk, workers must demonstrate caution when working around wiring, verify proper wiring connections and proper fusing, and verify proper blocking out of insulation around heat-producing sources.

Inspection prior to installing insulation is critical to insure there are no potential hazards relative to the wiring.

In cases where insulation would cover knob and tube wiring, the following is required:

An inspection to ensure wiring to be covered is safe and in good condition

Protective devices matched to the wire sizes which discontinue the flow of electrical current when the circuits are overlooked.

New insulation installed in attic areas containing knob and tube wiring shall not be in contact with the wiring. Blanket insulation should be installed under knob and tube wiring, and permanent barriers shall be provided to separate knob and tube wiring from loose fill insulation.

Work in areas containing knob and tube wiring shall be in compliance with requirements of the governing code.

#### Fire Hazards

Installation of smoke detectors are mandatory health and safety measures. A smoke detector is required outside each bedroom area (i.e., in the hall/room leading to the bedrooms; if there are bedrooms located in separate areas of the home, a smoke detector shall be located in the hall/room leading to each separate bedroom area) and on each additional story of the dwelling (including basements and cellars but not including crawl spaces and uninhabitable attics). Clients shall be instructed on testing procedures for smoke detectors and replacement of the batteries.

As part of each preinspection, the health and safety inspection requires discussion with the client relative to the need for

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

smoke detectors, any observed electrical hazards and any observed fire hazards. Potential hazards include fuel/gas leaks, unsafe or inadequate venting systems, combustion appliances failing to meet code standards, frayed electrical wiring, and overloaded or misused wiring. Michigan Public Service Commission funds have been used to perform limited electrical repairs to eliminate fire and safety hazards.

#### Refrigerant Issues

The Weatherization Field Manual provides for Disposal Requirements for refrigerators as follows:

Disposal requirements will include, removing the existing appliance(s) identified for replacement from the client's home and certified destruction (including recapture of CFC's as required by section 608 of the "Clean Air Act", as amended by final Rule, 40 CFR 82, May 14, 1993).

Notes: A Certificate of Disposal from the scrap yard/recycler shall be available for all appliances removed from service.

If the appliance(s) identified for replacement are not available/present at the time of delivery, the new refrigerator shall not be delivered. This should be documented on the BCJO and the refrigerator replacement shall be eliminated as a Vx measure for this dwelling unit. The local agency, appliance vendor, demanufacturing center or other entity recovering the refrigerant must possess an EPA-approved section 608 type I license or an approved universal certification.

#### Other Code Compliance

Local agencies must ensure that weatherization related work complies with all applicable codes.

#### Deferral Standards

The Community Services Policy Manual, Item 609, states:

The (Sub) Grantee is required to have a written walk away policy which is in the best interest for its service area. The policy may include language regarding sanitary condition, structural condition, safety due to animals, benefits to the landlord versus the client, and other areas deemed necessary. **DHS will be distributing a revised CSPM policy to provide further clarification regarding standards for when deferral takes place and the development of an appeal process to allow customers to respond to deferral if the cause is questioned.**

The walk away policy will include an item addressing the condition of the building structure. If it is in such poor condition that weatherization measures are not appropriate, then the client may be provided with referrals and resources to address the structural issues. The unit will not be weatherized until it is considered safe and habitable.

If the LWO determine that conditions exist which make safe, effective and meaningful weatherization services impossible to perform, the local provider may deny services to the household until such time that the conditions are remedied. The following steps must be followed:

Make a written determination of exactly what repairs or changes must be made to allow weatherization to continue.

Provide the customer with the list of repairs or changes along with a copy of the LWO's appeals procedure.

Ensure that the customer is aware that when the repairs or changes are completed, the customer may request that weatherization resume under the original application- if the application is not over 1 year old.

By virtue of its advocacy role for low-income persons, the LWO shall make a good faith effort to secure other resources on the customer's behalf to complete any repairs.

DHS monitor staff reviewed these policies in the 01-02 monitoring activities and each of the Michigan LWOs has a policy in place.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

#### III.5 Rental Procedures

In order to insure the benefits of weatherization accrue primarily to the low-income tenants, subgrantees are required to have a Landlord Tenant Agreement (consistent with Community Services Policy Manual) and may have a written landlord contribution policy. Further, each subgrantee is required to ensure a landlord agreement is completed for each building containing a rental dwelling unit to be weatherized, prior to the weatherization of any rental unit. A Tenant Synopsis must be signed by the tenant receiving weatherization services. The Landlord Agreement (per CSPM Item 610.1) states: "2. In consideration for the weatherization improvements, The Owner does covenant and agree that the monthly rental fee of the premises, as shown on Exhibit A, shall not be increased for a period of two years from the commencement date, unless such rental increase can be fully justified due to significant increases in actual operating costs. 3. The Owner agrees to maintain the weatherization materials installed under this Agreement, in accordance with all relevant codes regarding maintenance. 4. The Owner agrees not to evict, terminate, or institute any court action for possession against any eligible dwelling unit tenant for the 12 months following the commencement date, except for: failure to pay rent; violating the terms of the lease (other than to surrender possession upon proper notice); causing substantial damage to the premises; permitting a nuisance; carrying on unlawful business. 5. The Owner agrees that the terms, premises, and obligations of the Agreement shall supersede and be superior to any inconsistent provision of any oral or written lease agreement affecting the rent collected for the eligible dwelling units identified in Exhibit A."

The Tenant's Synopsis lists the stipulations in the Landlord Agreement and includes the landlord's name and the date the landlord signed the Landlord Agreement.

In PY09, the landlord agreement language will be clarified as follows: "...shall not be increased for a period of two years from the date weatherization activities were completed on said unit."

The CSPM item will be updated to include the following language:

"Subgrantees are advised to inform the clients of the terms of the landlord agreement. Subgrantees are advised to call upon the assistance of available service organizations (legal aid; non-profit tenant-landlord mediation services, etc.) when complaints are received."

"No undue or excessive enhancement shall occur to the value of the dwelling unit."

#### III.6 Program Management

##### III.6.1 Overview

The Weatherization Program is managed by Department of Human Services (DHS), within DHS the program administration falls under the Bureau of Community Action and Economic Opportunity (BCAEO). The BCAEO was created by the state legislature to oversee many of the activities of the Michigan Community Action Agencies (CAAs). CAA services include programs that address education, emergency services, employment, health, housing, income management, linkages, nutrition, and self sufficiency. 30 CAAs and two limited purpose agencies provide weatherization services to the state's low-income population.

Bureau staff oversee several federal contracts with CAAs and provide written policy and procedures for these various program areas. Staff also provide training to CAA staff on contract related policy, eligibility issues, etc. and technical weatherization staff deliver training and conduct review for state inspector certification. Bureau staff conduct annual monitoring visits to each CAA and LPA. Comprehensive monitoring visits are done every other year and utilize a longer monitoring tool as well as a fiscal component review. Annual monitoring visits are conducted at all agencies not receiving comprehensive visits.

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

#### III.6.2 Administrative Expenditure Limits

Standard allowed administrative allocation is 5% of subgrantees total allocation. Subgrantees whose allocation is below \$350,000 may request up to an additional 5% of their total allocation for administrative purposes.

#### III.6.3 Monitoring Approach

Michigan is one of the 16 states identified for additional federal monitoring under ARRA. Michigan's WAP monitoring visit schedule will be increased significantly. We anticipate technical monitoring to be scheduled at a minimum of once every quarter, in each of the 32 agencies. We will have targeted monitoring for some of these visits including pre-inspection process, lead safe weatherization processes, blower door use, observations of active jobsites, and review of completed jobs.

One of the main goals of our ARRA monitoring plan is to identify any potential deficiencies at the beginning of the funding period. As indicated above, Michigan intends to implement a ramped up monitoring schedule to ensure program standards are met throughout the entire ARRA funding period. In addition to the production reviews conducted at the program office level, the State of Michigan has established a Recovery Office that will provide oversight on all compliance, production and reporting issues. For additional details on the role of the Michigan Recovery Office, see: <http://www.michigan.gov/recovery/0,1607.7-172--211893--00.html>

State website:

The Michigan ARRA website address is: [Michigan.gov/recovery](http://Michigan.gov/recovery)

We will continue our regular monitoring schedule that is described in detail below.

Technical monitors and program compliance monitors will monitor the weatherization program. DHS monitoring policy requires an exit interview after each monitoring visit. A weatherization monitoring report, including corrective action requirements is completed by the monitor, reviewed by supervisory staff and forwarded with a cover letter to the agency's executive director with a copy to the weatherization coordinator. (A copy of the program compliance monitoring report is also shared with the Agency Board Chair.) DHS will issue a report within 30 days after each monitoring visit. A written response to corrective action will be required of agencies within 30 days of receipt of the monitoring report.

The combined program compliance monitoring and technical monitoring will satisfy the DOE monitoring requirements.

The agency to be monitored is normally, but not always, informed prior to the visit by contacting the executive director or his/her designee.

Technical and programmatic monitoring will be conducted as described in the annual file.

Weatherization technical monitoring will be conducted at each LWO a minimum of once a year for the following: review of materials for compliance with specifications, review of quality control system and procedures, inspection of selected houses to determine compliance with file documentation work standards and quality standards, check of jobs in progress, and mandatory training requirements.

Weatherization compliance monitoring will be conducted at each LWO a minimum of once a year. The monitor prepares for the field visit by reviewing contract files to determine the reporting and financial status of the agency. Previous monitoring reports, including corrective action requirements, correspondence, and new items are reviewed. At the agency, the monitor reviews files for completeness and accuracy of eligibility documentation.

LWOs are required to have a single audit performed in accordance with OMB Circular A-133 as applicable. The LWOs are responsible for obtaining their own audit services. DHS receives a copy of the audit report and performs audit resolution.



## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

#### III.6.4 Training and Technical Assistance Approach

The Michigan WAP office has already increased its training schedule significantly in response to ARRA. Currently, the state is delivering inspector training sessions monthly and each session we have held has included full capacity attendance. We have conducted five Basic inspector and three Intermediate Inspector week-long sessions since January. We have trained a total of 100 basic inspector candidates and 53 intermediate inspector candidates. We have conducted three Lead Safe Weatherization classes comprised of 100 individuals and six Indoor Air Quality classes comprised of 130 individuals to meet ARRA ramp up needs.

In addition, the state is in the process of contracting with the state association, MCAAA, to establish a training unit that will have the ability to deliver inspector and contractor training regionally as needed. This unit will be equipped with laptops and the trainers will receive materials and "train the trainer" instruction from state staff.

As described above, we will have an additional 9 technical monitor staff in the field. While their primary responsibility will be monitoring, we also anticipate those staff providing on-site technical assistance in response to ARRA issues.

Finally, several community colleges in Michigan have expressed an interest in delivering training to the weatherization network. While this additional training resource will take several more months to fully establish, we are pursuing curriculum development with community colleges both as an ARRA training resource and for the Michigan weatherization network on an on-going basis.

We have revised our inspector certification process and implemented a two-tier process to allow for a "shell" inspector (Level I) and an inspector II level qualified to complete and run a NEAT/MHEA audit. We have developed a shortened DOE approved field audit tool that collects all of the minimal information necessary to determine the appropriate priority measures, or input all necessary data to run the NEAT/MHEA audits. This shortened field tool will be used consistently across the state and should help to make the pre inspection process more efficient.

Plans for implementing all of the new requirements established under the ARRA, such as: specific reporting requirements, the \$6,500 per unit average; the increase to 200% eligibility; prevailing wage requirements, etc.:

The new ARRA requirements are being incorporated into subgrantee contract and related policy language. Those requirements that have already been identified by DOE have been included in subgrantee contract language. To the extent additional guidance and/or reporting requirements are issued by DOE, those requirements will be added to the contract language via an amendment process. Program and technical monitoring will monitor compliance with these requirements.

Attendance at state-sponsored training may be required on a case-by-case basis to help correct program deficiencies or to ensure competence in specific areas. In such cases, subgrantee and delegate attendance will be required as a matter of program compliance.

DHS will provide direct T/TA funds to the LWOs. This allows LWOs to attend weatherization/energy-related training sponsored by DHS or DOE. These funds may also be used by the LWOs to provide local training regarding weatherization/energy-related programs. The remainder of T/TA funds are retained by the DHS for T/TA activities including monitoring, technical assistance and training.

DHS allows T/TA funds to be used for the cost of printing client education materials.

DHS utilizes several methods to assess the training needs of its subgrantees, including but not limited to: Recommendations by state monitoring staff and Weatherization Training Advisory Council (WXTRAC).

## U.S. Department of Energy

### STATE PLAN/MASTER FILE WORKSHEET (continued)

Grant Number: EE00098, State: MI, Program Year: 2009

Review of subgrantee deficiencies related to reports and other materials.

Subgrantee direct training requests.

Involvement of T/TA subcontractor

Formal and informal training needs surveys.

Recommendations resulting from external entities (DOE staff, contractors, auditors, etc.).

Changes in DOE requirements.

Inspector training is conducted a minimum of four times each year. Agency pre/post inspectors must pass an inspector competency assessment which includes completing actual inspections approved by a certified inspector within 12 months of training course completion.

DHS may require some subgrantee staff to attend a particular training session if DHS feels the training is particularly needed by the subgrantee.

The technical monitoring staff are available to provide training and technical assistance to all LWOs on an as needed basis. Routinely technical monitors and compliance monitors provide one on one training to people newly hired by LWOs.

T/TA funds will be used for upkeep of and supplies and equipment for the DHS Weatherization Training Center.

#### III.6.5 Energy Crisis Plan

Declaration of a disaster for WAP purposes is determined by a Presidential or Gubernatorial order declaring either a Federal or State emergency. It may be the result of natural or man-made factors. It is the responsibility of the Michigan Department of Human Services (DHS) Bureau of Community Action and Economic Opportunity (BCAEO) Weatherization Assistance Program, through its subgrantee network, to assist state and community authorities in normalizing areas affected by a disaster by providing WAP resources to assist Michigan low-income citizens in recovering and rebuilding after the disaster. The Weatherization Program will adhere to the following guidelines when responding to any disasters in which the low-income population has been affected. These guidelines are intended to maximize the assistance we are able to provide while protecting the limited resources of the program.

Disaster-mitigation planning activities shall be implemented as soon as practical after the declaration of a disaster. A WAP subgrantee shall not commit WAP resources (labor or financial) until it receives approval from the BCAEO.

Any additional disaster-related funds will be allocated based on the extent of the disaster in each subgrantee area. Funds must supplement, not supplant, other funds available for disaster assistance. All funds received by the client to cover damages must be considered prior to the allocation of the WAP resources. **The Disaster Certification form will be developed in PY09 and located in a new CSPM item. The form will be completed for each client requesting disaster assistance.**

Safety measures, such as dams or other protections, should be in place prior to mitigation activities. Agency staff should consult with local utilities to ensure electric, gas and sewer hazards have been corrected or repaired.

Allowable disaster activities, eligibility requirements, equipment procurement, additional funding, disaster expenditures accountability and reporting and all related forms **will be included in a new CSPM item to be distributed during PY09.**

[illegible]

GM=Department Analyst

LTA = Limited Term Appointment

U.S. Department of Energy  
STATE APPLICATION CHECKLIST

State: MI CFDA Number: 81.042 Program Year: 2009  
Budget Period: 4/1/2009 thru 3/31/2012 Grant number: EE00098 Amendment number: A000  
Grantee: STATE OF MICHIGAN

## APPLICATION SECTION

## APPLICATION STATUS

- ☒ Application Form (SF424)  
☐ Budget (DOE F4600.4)  
☐ Budget Explanation (GO-PF20)  
☐ Annual File (WAP Production Plan)  
☐ Assurances and Certifications  
☐ SF 424 Signed

Date Submitted:

Date Awarded:

Date Accepted:

Date(s) Revised:

State Comments:DOE Comments:Summary of changes from last year's plan:

U.S. Department of Energy  
Supplemental Schedule #1 - Details of DOE F 4600.4 line 6 of Section B  
(Budget Category by Funding Sources)

Grant number: EE00098

Amendment: A000

Application period: 04/01/2009 - 03/31/2012

SOURCE	Grant Program, Function, or Activity				Total (all columns)
TOTALS					

SOURCE	Grant Program, Function, or Activity				
TOTALS					

SOURCE	Grant Program, Function, or Activity				
TOTALS					

## **Weatherization Program Contractor Solicitation / Bid Procedure**

### **BACKGROUND:**

Requests for qualifications/proposals/bids (RFQ) for contractors are solicited at least bi-annually. Agencies may re-post RFQs at any time as units to be weatherized may increase or decrease based upon funding availability and there may be a need for new or replacement contractors.

All contractor procurement procedures must follow the DOE requirements, as set out in 10 CFR §§600.143-600.144 or 10 CFR §600.236, as appropriate. They must also comply with the agency's general financial policies and procedures on procurement.

*Procurement procedures for contractors selected to perform ARRA-funded work must be in compliance with prevailing wage and Davis-Bacon requirements as directed by DOE and DOL.*

What follows represents specific implementation procedures verified to be in compliance with federal procurement and ARRA requirements.

### **THE BID PROCESS**

The bid process will be conducted in a manner to provide, to the maximum extent practical, open and free competition.

### **BID REQUEST DOCUMENT (RFQ)**

The RFQ should include all program requirements including, but not limited to:

- Licensing
- Certification
- Training
- Required equipment
- Insurances
- Reporting requirements
- Minimum qualifications
- Prevailing wage list (*current prevailing wage determinations and fringe benefits from DOL for relevant localities must be attached to the RFQ*)
- Additional prevailing wage and/or Davis-Bacon requirements (*the completion of payroll certifications, the requirement to pay weekly, and any forthcoming DOE requirements on Davis-Bacon or prevailing wage*)
- A clear and accurate description of the technical requirements for the material, product or service to be procured. If "brand name or equal" materials are being required, the equivalency standards will be stated.

## **DRAFT 5/11/09**

In addition, the RFQ must include information on the following:

- The RFQ should state the number of contractors that the agency *anticipates* selecting through the selection criteria. The number actually selected may vary based upon the number of qualified bids received and the capacity of the selected bidders to perform the necessary volume of work.
- Appeal or protest procedures
- Scope of work
- Selection Criteria (see detailed selection criteria instructions below)
- Material and Labor price list- Bidders must be asked to identify two elements for each weatherization measure being bid out:
  1. The price being quoted for the material (if materials are not provided by the agency)
  2. The price being quoted for labor

### **SELECTION CRITERIA**

A statement of the factors that will be used in evaluating the bid or proposal, including preferences for small business, minority or women owned businesses and energy efficient or resource conservation products and services, when applicable.

- The selection criteria must clearly identify all minimum required elements that must be met in order for a bidder to qualify for ARRA work (residential builder's license, appropriate insurances, required equipment, prevailing wage compliance, etc.)
- The selection criteria must clearly identify which elements of the bid will be scored and how many points are available for each element. For example, out of 100 total points, 20 points will be based on experience, 15 points on pricing, 15 points based on capacity to perform work, 10 points for efficiency of work, 5 points for small businesses, women or minority-owned businesses, etc.

### **SOLICITATION PROCEDURE:**

The solicitation procedure should include the following steps:

1. Advertisements of Weatherization Contractor RFQs are placed in papers of general circulation and posted on agency website if applicable. The advertisement should describe how interested parties can obtain a bid package either in person or via electronic or U.S. mail.
2. In addition to local advertisement and local postings, all bids packages for ARRA work must be sent to DHS/MCAAA for centralized posting in accordance with Michigan Recovery Office guidelines.
3. Letters of notification of availability of contractor RFQ are sent to those who have contacted agencies and expressed interest.
4. A pre-bid conference is scheduled to describe weatherization program and RFQ.
5. Full RFQ packages and supporting documents are provided to all requestors. RFQs may be distributed at the pre-bid conference. Alternate distribution methods (electronic or hard copy) should be made available to requestors unable to attend the pre-bid conference.

6. A date for submittal is set that provides adequate time for contractor completion of RFQ.
7. RFQs are received on the date set.

**SELECTION PROCEDURE:**

The selection procedure should include the following steps:

1. All RFQs are opened and recorded in front of two witnesses.
2. RFQs are reviewed confidentially by a selection committee for compliance with bid procedure.
3. The selection criteria described in the RFQ document is used by the selection committee to select awardees.
4. The agency selects the highest scoring bidders for contract awards. If the agency is hiring 10 contractors, the top 10 qualifying scorers should be selected.
5. The agency will use selected bids in conjunction with US Department of Energy and Michigan Department of Human Services requirements including Savings to Investment Ratios to conduct a cost/price analysis.
6. Selected applicants are notified in writing of their contract award.
7. In the event that a selected contractor declines the contract award, the next highest scoring qualified bidder should be selected.
8. Rejected applicants are notified in writing that they were not selected. The written notice should contain the agency's applicable appeal/protest procedures.
  - It is recommended that agencies establish an appeal/protest committee to address complaints from rejected applicants. At a minimum, the agency must maintain written procedures for the appeal/protest process.



U.S. Department of Energy  
**WEATHERIZATION STATE APPLICATION COMPLETENESS REPORT**  
 Program Year 2009

State	State Plan	SF424	Budget	PF20a	Annual File	Assurances		
						FA Certs	A1600.5	LLL
National Energy Technology Laboratory								
Michigan	Date SF424 Signed:		02/02/2009	Grants.Gov Status: Completed				
	T012552-000	X-000	X-000	X	X	X	X	
	EE00098-000	X-000	X-000		X			
2		2	2	1	2	1	1	0

---

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

---

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

---

### 1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- ☐ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Standard Form-LLL not required.
- ☐ Funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If checked, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five

calendar days after such conviction.

- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

(Street address, city, county, state, zip code)

---

---

---

☐ Check if there are workplaces on file that are not identified here

#### 4. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which, after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

#### ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in conducting any activity with the grant.

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

U.S. Department of Energy  
**Assurance of Compliance**  
**Nondiscrimination in Federally Assisted Programs**

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

(Hereinafter

called the "Applicant") HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

### **Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

### **Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

### **Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

### **Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such date of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

### Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all application requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Designated Responsible Employee

\_\_\_\_\_  
Name and Title (Printed or Typed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

\_\_\_\_\_  
Name and Title (Printed or Typed)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 0348-0046  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b>  Prime                      Subawardee Tier, if known:   Congressional District, if known:		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:
<b>8. Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b>  \$
<b>10.a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>   <i>(attach Continuation Sheet(S) SF-LLL-A, if necessary)</i>		<b>b. Individuals Performing Services(including address if different from No. 10A)</b> <i>(last name, first name, MI):</i>
<b>11.</b>	<b>13.</b>	
<b>12.</b>		
<b>14.</b>		
<b>15.</b>		
<b>16.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____
<b>Federal Use Only:</b>		<b>Authorized for Local Reproduction</b> Standard Form - LLL

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
- 11.
- 12.
- 13.
- 14.
- 15.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.